

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	Cancelled/Rescheduled We	1.00	1.00	What do I do if the Weekend gets cancelled or rescheduled? Answer: As long as the weekend leader is the same person, the link below gives the steps to update Ezra for the rescheduled date. If the weekend leader is going to be a different person, then contact Ezra Tech Support.
Link Message1:Rescheduled/Cancelled Weekend http://www.missionneering.org/EzraFiles/SuperEasySteps_RescheduledWeekend.pdf Link Message2:					
Kairos Inside Ezra	7.1	What's New in Ezra 7	1.05	1.00	Ezra Version 7 is released as of March 1, 2016. What's New in the Ezra 7 Ver: Answer: There are many new features and improvements. For the details, you'll want to review the Tutorial videos. But, for an overview, click the link below.
Link Message1:What's New in Ezra 7 (Overview) http://www.missionneering.org/EzraFiles/EzraAngels/Getting Familiar With Ezra7.pdf Link Message2:					
Kairos Inside Ezra	8.1	What's New in Ezra 8	1.05	1.00	Ezra Version 8 is released as of August 1, 2019. What's New in the Ezra 8 Ver: Answer: There are many new features and improvements. For the details, you'll want to review the Tutorial videos. But, for an overview, click the link below.
Link Message1:What's New in Ezra 8 (Overview) http://www.missionneering.org/EzraFiles/EzraVersion8WhatsNew.pdf Link Message2:					
Kairos Inside Ezra	6.5	Ordering Ezra	1.10	1.00	How do I get Ezra? Answer: Each Weekend Leader is to order their own copy of Ezra for their assigned weekend. You order Ezra from the KPML office. You will need your AKT date to order.
Link Message1: Link Message2:					

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Kairos Inside Ezra	7.1	Ordering Ezra	1.10	1.00	How do I get Ezra? Answer: Each Weekend Leader is to order their own copy of Ezra for their assigned weekend. You order Ezra from the KPMI office. You will need your AKT weekend date to order.
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Link Message2: KPMI Order form for Ezra. http://www.mykairos.org/order.html					
Kairos Inside Ezra	8.1	Ordering Ezra	1.10	1.00	How do I get Ezra? Answer: Each Weekend Leader is to order their own copy of Ezra for their assigned weekend. You order Ezra by going to www.KairosMessenger.org/EzraOrderForm and you will be guided through the information required. You will need your AKT weekend date and location to order.
Link Message1:More on how to order Ezra. <a 1"="" allowfullsc"="" frameborder="0" height="281" href="http://player.vimeo.com/video/146662761#t=0m17s?autoplay=" mozallowfullscreen="" webkitallowfullscreen="" width="500">http://player.vimeo.com/video/146662761#t=0m17s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc					
Link Message2: KPMI Order form for Ezra. www.KairosMessenger.org/EzraOrderForm					
Kairos Inside Ezra	6.5	Ordering Ezra	1.10	2.00	How to order Answer: Immediately after the weekend where you were the Observing Leader completes and you have attended an AKT, please go to www.mykairos.org and click on the Supply Ordering link on the left side of the screen. Ezra ordering information is at the top of the page. Once completed please email or fax per the instructions on the order form. Should you encounter any problem please contact the KPMI office at the number on the order form.
Link Message1:					
Link Message2:					

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Kairos Inside Ezra	7.1	Ordering Ezra	1.10	2.00	How to order Answer: Immediately after the weekend where you were the Observing Leader completes and you have attended an AKT, please go to www.mykairos.org and click on the Supply Ordering link on the left side of the screen. Ezra ordering information is at the top of the page. Once completed please email or fax per the instructions on the order form. Should you encounter any problem please contact the KPML office at the number on the order form.
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Link Message2: The Ezra order form from KPML. http://www.mykairos.org/order.html					
Kairos Inside Ezra	6.5	Ordering Ezra	1.10	3.00	Do I have to have attended AKT to order Ezra? Answer: Yes. If you have not attended AKT yet, you will need to contact the KI ministry coordinator to discuss the specifics of your situation.
Link Message1:					
Link Message2:					
Kairos Inside Ezra	7.1	Ordering Ezra	1.10	3.00	Do I have to have attended AKT to order Ezra? Answer: Yes. If you have not attended AKT yet, you will need to contact the KI ministry coordinator to discuss the specifics of your situation.
Link Message1:					
Link Message2:					

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Kairos Inside Ezra	8.1	Ordering Ezra	1.10	3.00	Do I have to have attended AKT to order Ezra? Answer: Yes. If you have not attended AKT yet, you will need to contact the KI ministry coordinator to discuss the specifics of your situation.

Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	Ezra on New Start	1.20	1.00	I am working on a new startup Advisory Council. Can I use EZRA as we put to? Answer: Ezra has the ability built in where you can import prospective volunteer contact information from an Excel spreadsheet that you may have been building as an Advisory Council is being formed. The ONLY time that you might "import" a prospective volunteer list from Excel is when the situation is a startup Advisory Council. It should NOT be used by a Weekend Leader to load "their" planned team before they received Ezra.
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The spreadsheet must be in a specific format. Additionally, there are a number of things that are important for a new Ad Council to understand about getting started with Ezra, and they should contact springguy@juno.com to prepare for their startup with Ezra.

Link Message1:

Link Message2:

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	Ezra on New Start	1.20	1.00	<p>I am working on a new startup Advisory Council. Can I use EZRA as we put together?</p> <p>Answer: Ezra has the ability built in where you can import prospective volunteer contact information from an Excel spreadsheet that you may have been building as an Advisory Council is being formed. The ONLY time that you might "import" a prospective volunteer list from Excel is when the situation is a startup Advisory Council. It should NOT be used by a Weekend Leader to load "their" planned team before they received Ezra.</p> <p>The spreadsheet must be in a specific format. Additionally, there are a number of things that are important for a new Ad Council to understand about getting started with Ezra, and they should contact springguy@juno.com to prepare for their startup with Ezra.</p> <p>#t=0m0s</p>

Link Message1: If after talking to Tech Support you want view a tutorial, click here.

[https://player.vimeo.com/video/137434296#t=1m53s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen](https://player.vimeo.com/video/137434296#t=1m53s?autoplay=)

Link Message2: Click here to get a copy of the format of the spreadsheet.

<http://www.missionneering.org/ezrafiles/kairosinsideteamexcelimportformat.pdf>

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	Ezra on New Start	1.20	1.00	<p>I am working on a new startup Advisory Council. Can I use EZRA as we put to?</p> <p>Answer: Ezra has the ability built in where you can import prospective volunteer contact information from an Excel spreadsheet that you may have been building as an Advisory Council is being formed. The ONLY time that you might "import" a prospective volunteer list from Excel is when the situation is a startup Advisory Council. It should NOT be used by a Weekend Leader to load "their" planned team before they received Ezra.</p> <p>The spreadsheet must be in a specific format. Additionally, there are a number of things that are important for a new Ad Council to understand about getting started with Ezra, and they should contact springguy@juno.com to prepare for their startup with Ezra.</p> <p>#t=0m0s</p>

Link Message1: Click here to get a copy of the format of the spreadsheet.
<http://www.missioneering.org/ezrafiles/kairosinsideteamexcelimportformat.pdf>

Link Message2:

Kairos Inside Ezra	6.5	Installing Ezra	2.00	1.00	<p>I received my Ezra CD, now what?</p> <p>Answer: You have to "install" the Ezra software on your computer. You should follow the installation instructions for your version of Windows.

If you are installing on a shared computer that is passed from leader to leader, DO NOT install Ezra until you have received the previous leader's passed on Ezra data on a USB Flash Drive.</p>
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Link Message1:

Link Message2:

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	Installing Ezra	2.00	1.00	I received my Ezra CD, now what? Answer: You have to install the Ezra software on your computer. You should follow the installation instructions for your version of Windows. If you are installing on a shared computer that is passed from leader to leader, DO NOT install Ezra until you have received the previous leader's passed on Ezra data on a USB Flash Drive.

Link Message1:Video instructions on installing and starting Ezra.

<http://player.vimeo.com/video/150489768#t=0m0s?autoplay=1> width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscre

Link Message2:

Kairos Inside Ezra	8.1	Installing Ezra	2.00	1.00	I received my Ezra download email, now what? Answer: You have to download the Ezra software from the download link in your Ezra approval email. You should follow the installation instructions for the web browser you are using.
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Link Message1:Video instructions on downloading and installing Ezra.

<http://player.vimeo.com/video/348090028#t=0m0s?autoplay=1> width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscre

Link Message2:

Kairos Inside Ezra	6.5	Installing Ezra	2.00	1.50	Will Ezra run on Windows 8? Answer: Yes. Your Installation Guide has instructions for installing under Windows 8.
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Link Message1:

Link Message2:

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	Installing Ezra	2.00	1.50	Will Ezra run on Windows 7, 8 or 10? Answer: Yes. Your Installation Guide has instructions for installing under Windows 7, 8 and 10.
Link Message1:					
Link Message2:					
Kairos Inside Ezra	8.1	Installing Ezra	2.00	1.50	Will Ezra run on Windows 7, 8 or 10? Answer: Yes. Ezra is fully compatible with all these versions of Windows.
Link Message1:					
Link Message2:					
Kairos Inside Ezra	6.5	Installing Ezra	2.00	1.55	Will Ezra run on a MAC? Answer: Ezra is a Windows based product, so the only way it can run on a MAC is if you purchase the Apple software "Parallels" and then purchase and install Windows under Parallels. Then, you can install Ezra under Windows. The cost of Parallels and Windows will be in the \$200-\$300 range. Check with your Apple store.
Link Message1:					
Link Message2:					

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	Installing Ezra	2.00	1.55	Will Ezra run on a MAC? Answer: Ezra is a Windows based product, so the only way it can run on a MAC is if you purchase the Apple software "Parallels" and then purchase and install Windows under Parallels. Then, you can install Ezra under Windows. The cost of Parallels and Windows will be in the \$200-\$300 range. Check with your Apple store.
Link Message1:					
Link Message2:					
Kairos Inside Ezra	8.1	Installing Ezra	2.00	1.55	Will Ezra run on a MAC? Answer: Ezra is a Windows based product, so the only way it can run on a MAC is if you purchase the Apple software "Parallels" and then purchase and install Windows under Parallels. Then, you can install Ezra under Windows. The cost of Parallels and Windows will be in the \$200-\$300 range. Check with your Apple store.
Link Message1:					
Link Message2:					
Kairos Inside Ezra	6.5	Installing Ezra	2.00	2.00	I installed Ezra but there is no Ezra icon on the desktop. Answer: Most likely, you are running Windows XP. There is an insert sheet in your Installation Guide called "Fatal Error/Not Installing" that explains that you will get a popup window during the installation and that you must UNCHECK the "Protect My Computer" checkbox.
Link Message1:					
Link Message2:					

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	Installing Ezra	2.00	2.00	I installed Ezra but there is no Ezra icon on the desktop. Answer: Most likely, you are running Windows XP. There is an insert sheet in your Installation Guide called "Fatal Error/Not Installing" that explains that you will get a popup window during the installation and that you must UNCHECK the "Protect My Computer" checkbox.
Link Message1:					
Link Message2:					
Kairos Inside Ezra	7.1	Installing Ezra	2.00	2.00	I installed Ezra but there is no Ezra icon on the desktop. Answer: Most likely, you are running Windows XP. While Microsoft no longer supports XP and it is considered to be a security risk. Contact Tech Support for more information.
Link Message1:					
Link Message2:					
Kairos Inside Ezra	8.1	Installing Ezra	2.00	2.00	I installed Ezra but there is no Ezra icon on the desktop. Answer: Most likely, you are running Windows XP. While Microsoft no longer supports XP and it is considered to be a security risk. Contact Tech Support for more information.
Link Message1:					
Link Message2:					

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	Installing Ezra	2.00	3.00	Can I use a shared computer that gets passed from Leader to Leader? Answer: Yes - the Installation Guide highlights this scenario. The key thing is that the previous leader MUST do a "Copy Files for Next Leader" to a USB Thumb Drive and provide that passed on data to the next leader in addition to the laptop. Failure of the previous leader to do that "Copy Files for Next Leader" will create difficulty and delays for the next leader and could result in the loss of the historical team data.

Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	Installing Ezra	2.00	3.00	Can I use a shared computer that gets passed from Leader to Leader? Answer: Yes - the Installation Guide highlights this scenario. The key thing is that the previous leader MUST do a "Copy Files for Next Leader" to a USB Thumb Drive and provide that passed on data to the next leader in addition to the laptop. Failure of the previous leader to do that "Copy Files for Next Leader" will create difficulty and delays for the next leader and could result in the loss of the historical team data.
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Link Message1:Click here for a tutorial video on Passing Files

[https://player.vimeo.com/video/144744367#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/144744367#t=0m0s?autoplay=)

Link Message2:

Kairos Inside Ezra	8.1	Installing Ezra	2.00	3.00	Can I use a shared computer that gets passed from Leader to Leader? Answer: Yes - You click the button to Load Files from Previous Leader after installing your Ezra. You must have an internet connection to load the previous leader's Ezra data.
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Link Message1:Click here for a tutorial video on loading the passed on files

[https://player.vimeo.com/video/347400889#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/347400889#t=0m0s?autoplay=)

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	Installing Ezra	2.00	4.00	We're using a shared computer. Do I have to get my own copy of Ezra? Answer: Yes. The software license requires each leader to get their own copy of Ezra. And, since Ezra is constantly being updated, you want the most recent version rather than an old, dated copy.

Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	Installing Ezra	2.00	4.00	We're using a shared computer. Do I have to get my own copy of Ezra? Answer: Yes. The software license requires each leader to get their own copy of Ezra. And, since Ezra is constantly being updated, you want the most recent version rather than an old, dated copy.
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Link Message1:More on how to order Ezra.

[http://player.vimeo.com/video/146662761#t=0m17s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](http://player.vimeo.com/video/146662761#t=0m17s?autoplay=)

Link Message2: KPMI Order form for Ezra.

<http://www.mykairos.org/order.html>

Kairos Inside Ezra	8.1	Installing Ezra	2.00	4.00	We're using a shared computer. Do I have to get my own copy of Ezra? Answer: Yes. The software license requires each leader to get their own copy of Ezra. And, since Ezra is constantly being updated, you want the most recent version rather than an old, dated copy.
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Link Message1:More on how to order Ezra.

[http://player.vimeo.com/video/348090028#t=0m17s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](http://player.vimeo.com/video/348090028#t=0m17s?autoplay=)

Link Message2: KPMI Order form for Ezra.

<http://www.KairosMessenger.org/EzraOrderForm>

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	Installing Ezra	2.00	5.00	Can I run Ezra on more than one computer? Answer: Yes - the software license agreement allows the Weekend Leader to make as many copies of Ezra as desired and to run Ezra on as many copies as desired as long as they are not being used to run another weekend. You'll need to make a copy of the Ezra CD using Ezra's built in CD copy feature, and for Ezra versions after 6.4.0, that will load the weekend leader's registration data and their data files on the other computers.

Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	Installing Ezra	2.00	5.00	Can I run Ezra on more than one computer? Answer: Yes - the software license agreement allows the Weekend Leader to make as many copies of Ezra as desired and to run Ezra on as many copies as desired as long as they are not being used to run another weekend. You'll need to make a copy of the Ezra software using Ezra's built in copy feature, and for Ezra versions after 6.4.0, that will load the weekend leader's registration data and their data files on the other computers. You will make the copy of the software using a Flash Drive.
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Link Message1:Click here for the "Making a Copy of Ezra" tutorial.

[https://player.vimeo.com/video/138756132#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/138756132#t=0m0s?autoplay=)

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	Installing Ezra	2.00	5.00	<p>Can I run Ezra on more than one computer?</p> <p>Answer: Yes - the software license agreement allows the Weekend Leader to make as many copies of Ezra as desired and to run Ezra on as many copies as desired as long as they are not being used to run another weekend. You'll need to make a copy of the Ezra software using Ezra's built in copy feature, and for Ezra versions after 6.4.0, that will load the weekend leader's registration data and their data files on the other computers. You will make the copy of the software using a Flash Drive.</p>

Link Message1:Click here for the "Making a Copy of Ezra" tutorial.

<https://player.vimeo.com/video/341151674#t=0m0s?autoplay=1> width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc

Link Message2:

Kairos Inside Ezra	7.1	Installing Ezra	2.00	6.00	<p>How can I protect my data from accidental loss?</p> <p>Answer: Ezra provides both back and restore capability for the protection of your data. The back up and restore functions should only be used for backing up your date not passing files to the next leader. The link below will take you to a tutorial on utilizing the function with Ezra.</p>
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Link Message1:Click here for the back up and restoring tutorial.

<https://player.vimeo.com/video/152917465#t=0m0s?autoplay=1> width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc

Link Message2:

Kairos Inside Ezra	8.1	Installing Ezra	2.00	6.00	<p>How can I protect my data from accidental loss?</p> <p>Answer: Ezra provides both back and restore capability for the protection of your data. The back up and restore functions should only be used for backing up your date not passing files to the next leader. The link below will take you to a tutorial on utilizing the function with Ezra.</p>
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Link Message1:Click here for the back up and restoring tutorial.

<https://player.vimeo.com/video/341153091#t=0m0s?autoplay=1> width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	Getting Started	3.00	1.00	Can you please send me a Password? Answer: The Ezra password is uniquely created for you and your weekend based on information that you have entered into Ezra and then emailed to the Ezra tech support contact. That information you email is used to create your unique password, and that password will then be emailed back to you with step by step instructions to install it. Review page 4 of the Installation Guide for directions on getting registered.

Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	Getting Started	3.00	1.00	Can you please send me a Password? Answer: The Ezra password is uniquely created for you and your weekend based on information that you have entered into Ezra and then emailed to the Ezra tech support contact. That information you email is used to create your unique password, and that password will then be emailed back to you with step by step instructions to install it.
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Link Message1: To see how to get your password click here.

[https://player.vimeo.com/video/141015765#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/141015765#t=0m0s?autoplay=)

Link Message2:

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	Getting Started	3.00	2.00	<p>Ezra is not accepting my password. What do I do?</p> <p>Answer: There are three data items that you registered that cannot be changed without invalidating the Password. You cannot change your name, the name of the weekend, or the CD serial number from what you registered. So, take a moment and review your entries before you send in your registration.

</p> <p>If you have made a change to one of those three items since you sent in your registration information, then you will need to correct the info in your Ezra to go back to your registered data. Start up Ezra and when you get the Registration Reminder screen, click the Register Now button and then the Apply for a Password button and that will give you access to your registration data. Make the corrections needed to match what you emailed in as your registration data. Then, click the Print App button to update the file and get a printout of your registration data for your records. Then, exit completely out of Ezra - this is important. Then, start up Ezra and you should be OK.</p>

Link Message1:

Link Message2:

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Kairos Inside Ezra	7.1	Getting Started	3.00	2.00	<p>Ezra is not accepting my password. What do I do?</p> <p>Answer: There are three data items that you registered that cannot be changed without invalidating the Password. You cannot change your name, the name of the weekend, or the CD serial number from what you registered. So, take a moment and review your entries before you send in your registration.

</p> <p>If you have made a change to one of those three items since you sent in your registration information, then you will need to correct the info in your Ezra to go back to your registered data. Start up Ezra and when you get the Registration Reminder screen, click the Register Now button and then the Apply for a Password button and that will give you access to your registration data. Make the corrections needed to match what you emailed in as your registration data. Then, click the Print App button to update the file and get a printout of your registration data for your records. Then, exit completely out of Ezra - this is important. Then, start up Ezra and you should be OK.</p>

Link Message1:

Link Message2:

Kairos Inside Ezra	8.1	Getting Started	3.00	2.00	<p>Why am I getting a Registration Reminder message after I was already registered?</p> <p>Answer: Once you have registered your Ezra, you could start getting a reminder if you have made changes to your registration data or if you have reinstalled Ezra. Follow the on-screen instructions or contact Tech Support for assistance.</p>
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Link Message1:

Link Message2:

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	Getting Started	3.00	3.00	<p>Why can't I name my Weekend what I want?</p> <p>Answer: The registration must be able to uniquely identify your weekend from all other weekends. That is why the setup instructions say to avoid using the word "Kairos" in the name of your weekend and that you must use the name of the prison or a commonly used abbreviation for it, or if a KO weekend, the commonly used KO community name, and then the Kairos weekend number.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Inside Ezra	6.5	Getting Started	3.00	4.00	<p>I don't know the exact date of the Weekend yet - can I change the date later?</p> <p>Answer: Yes you can change the starting date of your weekend at any time. You cannot, however, change the name of the weekend once you have registered without invalidating your password at that time.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Inside Ezra	7.1	Getting Started	3.00	4.00	<p>I don't know the exact date of the Weekend yet - can I change the date later?</p> <p>Answer: Yes you can change the starting date of your weekend at any time. You cannot, however, change the name of the weekend once you have registered without invalidating your password at that time.</p> <p>Link Message1:</p> <p>Link Message2:</p>

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	Getting Started	3.00	4.00	I don't know the exact date of the Weekend yet - can I change the date later? Answer: Yes you can change the starting date of your weekend at any time. You cannot, however, change the name of the weekend once you have registered without invalidating your password at that time.

Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	Getting Started	3.00	5.00	Why do I have to enter my name, address, etc? Answer: First, this information is used when you register your copy of the software. Second, when you print the Team Application to send out to prospective Team members when you are beginning your recruiting, your name and contact information will automatically be printed on the Application form so that they know who to contact.
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Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	Getting Started	3.00	5.00	Why do I have to enter my name, address, etc? Answer: First, this information is used when you register your copy of the software. Second, when you print the Team Application to send out to prospective Team members when you are beginning your recruiting, your name and contact information will automatically be printed on the Application form so that they know who to contact.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	Getting Started	3.00	5.00	<p>Why do I have to enter my name, address, etc?</p> <p>Answer: First, this information is used when you register your copy of the software. Second, when you print the Team Application to send out to prospective Team members when you are beginning your recruiting, your name and contact information will automatically be printed on the Application form so that they know who to contact.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Inside Ezra	6.5	Getting Started	3.00	6.00	<p>Why do I have to enter my Team Meeting dates and locations now?</p> <p>Answer: When you print your Team Application form to send to prospective Team members when you are recruiting, the Team Application will include the dates and locations of Team meetings so that they can check their calendars for conflicts before committing to being part of the Kairos Team. The more information you enter as you complete the setup the easier it will be as you print team application and other information on the weekend.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Inside Ezra	7.1	Getting Started	3.00	6.00	<p>Why do I have to enter my Team Meeting dates and locations now?</p> <p>Answer: When you print your Team Application form to send to prospective Team members when you are recruiting, the Team Application will include the dates and locations of Team meetings so that they can check their calendars for conflicts before committing to being part of the Kairos Team. The more information you enter as you complete the setup the easier it will be as you print team application and other information on the weekend.</p> <p>Link Message1:</p> <p>Link Message2:</p>

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	Getting Started	3.00	6.00	Why do I have to enter my Team Meeting dates and locations now? Answer: When you print your Team Application form to send to prospective Team members when you are recruiting, the Team Application will include the dates and locations of Team meetings so that they can check their calendars for conflicts before committing to being part of the Kairos Team. The more information you enter as you complete the setup the easier it will be as you print team application and other information on the weekend.

Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	Getting Started	3.00	7.00	How do I change Table Family names? Answer: Just click on the Ezra character on the main screen, then, click the button for the Men family names or the Women family names, and make the changes you desire. Ezra will make all the needed changes EXCEPT for the table names in the job assignments. When you look at the job lists, you will still see the default family names. Just click on each table family job, and click the family name selection button, and your new list of names will be shown. Just select the desired family name for each table family job.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	Getting Started	3.00	7.00	<p>How do I change Table Family names?</p> <p>Answer: Just click on the Ezra character on the main screen, then, click the button for the Men family names or the Women family names, and make the changes you desire. Ezra will make all the needed changes EXCEPT for the table names in the job assignments. When you look at the job lists, you will still see the default family names. Just click on each table family job, and click the family name selection button, and your new list of names will be shown. Just select the desired family name for each table family job.</p> <p>In addition you can change the names in Section 7, Participants and Hosts under the Assign Participants to a Table section.</p>

Link Message1:

Link Message2:

Kairos Inside Ezra	8.1	Getting Started	3.00	7.00	<p>How do I change Table Family names?</p> <p>Answer: Just click on the small blue button called Change Table Names on the main screen, then, click the button for the Men family names or the Women family names, and make the changes you desire. Ezra will make all the needed changes EXCEPT for the table names in the job assignments. When you look at the job lists, you will still see the default family names. Just click on each table family job, and click the family name selection button, and your new list of names will be shown. Just select the desired family name for each table family job.</p> <p>In addition you can change the names in Section 7, Participants and Hosts under the Assign Participants to a Table section.</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	1 - Kairos Overview	3.10	1.00	<p>Isn't the Weekend Leader in charge?</p> <p>Answer: The answer sort of depends on the spirit of the question! Yes, the person selected to be the Kairos Leader for the particular Kairos weekend is in charge, but is responsible to the Advisory Council, which is responsible to the State Chapter, which is responsible to the International Board of Directors, which is responsible to Christ through the Holy Spirit for the Kairos Ministry.</p> <p>So, if the issue is the Kairos Leader wanting to "override" that authority chain, then perhaps the answer is that the Kairos Leader is not in charge. You are to be obedient to the Kairos Method, the Advisory Council, the State Chapter, and the International Board of Directors. If you are wanting to clarify who is responsible to make sure that all the things that need to be done are getting done, then the Kairos Leader is in charge!</p> <p>Another way of saying this is that the Kairos Leader is to be a model of the servant leader, just as Christ was.</p>

Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	1 - Kairos Overview	3.10	1.00	<p>Isn't the Weekend Leader in charge?</p> <p>Answer: The answer sort of depends on the spirit of the question! Yes, the person selected to be the Kairos Leader for the particular Kairos weekend is in charge, but is responsible to the Advisory Council, which is responsible to the State Chapter, which is responsible to the International Board of Directors, which is responsible to Christ through the Holy Spirit for the Kairos Ministry.</p> <p>So, if the issue is the Kairos Leader wanting to "override" that authority chain, then perhaps the answer is that the Kairos Leader is not in charge. You are to be obedient to the Kairos Method, the Advisory Council, the State Chapter, and the International Board of Directors. If you are wanting to clarify who is responsible to make sure that all the things that need to be done are getting done, then the Kairos Leader is in charge!</p> <p>Another way of saying this is that the Kairos Leader is to be a model of the servant leader, just as Christ was.</p>

Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	1 - Kairos Overview	3.10	1.00	<p>Isn't the Weekend Leader in charge?</p> <p>Answer: The answer sort of depends on the spirit of the question! Yes, the person selected to be the Kairos Leader for the particular Kairos weekend is in charge, but is responsible to the Advisory Council, which is responsible to the State Chapter, which is responsible to the International Board of Directors, which is responsible to Christ through the Holy Spirit for the Kairos Ministry.</p> <p>So, if the issue is the Kairos Leader wanting to "override" that authority chain, then perhaps the answer is that the Kairos Leader is not in charge. You are to be obedient to the Kairos Method, the Advisory Council, the State Chapter, and the International Board of Directors. If you are wanting to clarify who is responsible to make sure that all the things that need to be done are getting done, then the Kairos Leader is in charge!</p> <p>Another way of saying this is that the Kairos Leader is to be a model of the servant leader, just as Christ was.</p>

Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	1 - Kairos Overview	3.10	2.00	<p>I can't seem to play the videos.</p> <p>Answer: These videos are key ones that you probably saw at your AKT training, and are here for your "refreshment" and even to arrange to show to your team. If you cannot show the videos, it probably is because you are running Windows Vista or Windows 7. In that case, you will need to refer to the Insert sheet in your Installation Guide about the Media Player and follow its instructions to install the needed media player software.</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	1 - Kairos Overview	3.10	2.00	I can't seem to play the videos. Answer: These videos are key ones that you probably saw at your AKT training, and are here for your "refreshment" and even to arrange to show to your team. If you cannot show the videos, it probably is because you are running Windows Vista or Windows 7. In that case, you will need to refer to the Insert sheet in your Installation Guide about the Media Player and follow its instructions to install the needed media player software.

Link Message1:

Link Message2:

Kairos Inside Ezra	8.1	1 - Kairos Overview	3.10	2.00	I can't seem to play the videos. Answer: If you cannot show the videos, it probably because you do not have an internet connection.
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Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	1 - Kairos Overview	3.10	3.00	How can I play the videos at the team meeting? Answer: You'll need a video projector that you will hook up a computer to and play the video from the computer. Or, if your computer has what is called an S-Video connector, and a large screen TV has an S-video connector, you can get an S-video cable from Radio Shack and select a TV channel for external input and play it that way.
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The videos are stored in Ezra at C:\Tutorial\Content\KairosInside and are in a .wmv format, so you could copy the file to a flash drive to play on another computer than your own - but you will still need a projector or s-video connected TV.

Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	1 - Kairos Overview	3.10	3.00	<p>How can I play the videos at the team meeting?</p> <p>Answer: You'll need a video projector that you will hook up a computer to and play the video from the computer. Or, if your computer has what is called an S-Video connector, and a large screen TV has an S-video connector, you can get an S-video cable from Radio Shack and select a TV channel for external input and play it that way.</p> <p>The videos are stored in Ezra at C:\Tutorial\Content\KairosInside and are in a .wmv format, so you could copy the file to a flash drive to play on another computer than your own - but you will still need a projector or s-video connected TV.</p>

Link Message1:

Link Message2:

Kairos Inside Ezra	8.1	1 - Kairos Overview	3.10	3.00	<p>How can I play the videos at the team meeting?</p> <p>Answer: You'll need a video projector or large screen TV that you will hook up a computer to and play the video from the computer but you have to have an internet connection. If you do not have access to an internet connection, you can plan ahead and download the videos from www.kairosezra.com to your computer and play the videos from your computer rather than from the internet.</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	3 - Preparation Checklist	3.30	1.00	Why doesn't the Timeline reflect my meeting dates? Answer: Ezra's default timeline doesn't have knowledge of your specific Team Meetings - unless you tell Ezra about them! Once Ezra knows of your Team Meeting schedule, it an create a Preparation Timeline that is specific to the timing of your schedule.

If you filled in your meeting dates when you went through the initial startup of Ezra, then the checklist should have your dates incorporated. If not, then click the button to build an updated checklist time line, and you'll be able to enter or change your meeting dates and then click the button to rebuild your timeline.

Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	3 - Preparation Checklist	3.30	1.00	Why doesn't the Timeline reflect my meeting dates? Answer: Ezra's default timeline doesn't have knowledge of your specific Team Meetings - unless you tell Ezra about them! Once Ezra knows of your Team Meeting schedule, it an create a Preparation Timeline that is specific to the timing of your schedule.
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If you filled in your meeting dates when you went through the initial startup of Ezra, then the checklist should have your dates incorporated. If not, then in Section 6, Team Meeting Preparations, Agenda Central, click the button to Update Meeting Dates and you'll be able to enter or change your meeting dates and then click the "OK" button to rebuild your timeline.

Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	3 - Preparation Checklist	3.30	1.00	Why doesn't the Timeline reflect my meeting dates? Answer: Ezra's default timeline doesn't have knowledge of your specific Team Meetings - unless you tell Ezra about them! Once Ezra knows of your Team Meeting schedule, it can create a Preparation Timeline that is specific to the timing of your schedule. If you filled in your meeting dates when you went through the initial startup of Ezra, then the checklist should have your dates incorporated. If not, then in Section 6, Team Meeting Preparations, Agenda Central, click the button to Update Meeting Dates and you'll be able to enter or change your meeting dates and then click the "OK" button to rebuild your timeline.

Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	3 - Preparation Checklist	3.30	2.00	Can I change the timeline? Answer: Yes! You can add additional steps to the Timeline, and you can remove items from the Timeline.
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Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	3 - Preparation Checklist	3.30	2.00	Can I change the timeline? Answer: Yes! You can add additional steps to the Timeline, and you can remove items from the Timeline.
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Link Message1: To view the tutorial on Weekend Preparation Timeline, click here.

[https://player.vimeo.com/video/137175303#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/137175303#t=0m0s?autoplay=)

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	3 - Preparation Checklist	3.30	2.00	Can I change the timeline? Answer: Yes! You can add additional steps to the Timeline, and you can remove items from the Timeline.

Link Message1: To view the tutorial on Weekend Preparation Timeline, click here.

[https://player.vimeo.com/video/341061020#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/341061020#t=0m0s?autoplay=)

Link Message2:

Kairos Inside Ezra	6.5	3 - Preparation Checklist	3.30	3.00	The timeline starts 180 days before the weekend, but I don't have that much time. Answer: The normal practice is for you to have ordered your Ezra immediately after the preceding weekend, which would give you 6 months to prepare for your weekend. If you are getting started after that, you still have the same things to do, you just don't have as much time to get them done.
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Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	3 - Preparation Checklist	3.30	3.00	The timeline starts 180 days before the weekend, but I don't have that much time. Answer: The normal practice is for you to have ordered your Ezra immediately after the preceding weekend, which would give you 6 months to prepare for your weekend. If you are getting started after that, you still have the same things to do, you just don't have as much time to get them done.
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Link Message1: View the Preparation Timeline Tutorial on how to change the timeline.

[https://player.vimeo.com/video/137175303#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/137175303#t=0m0s?autoplay=)

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	3 - Preparation Checklist	3.30	3.00	The timeline starts 180 days before the weekend, but I don't have that much time. Answer: The normal practice is for you to have ordered your Ezra immediately after the preceding weekend, which would give you 6 months to prepare for your weekend. If you are getting started after that, you still have the same things to do, you just don't have as much time to get them done.

Link Message1:View the Preparation Timeline Tutorial on how to change the timeline.

[https://player.vimeo.com/video/341061020#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen](https://player.vimeo.com/video/341061020#t=0m0s?autoplay=)

Link Message2:

Kairos Inside Ezra	6.5	4 - Team Recruiting	4.00	1.00	When I go to section 4, the list of Prospective team members only has a few "d" Answer: This indicates that you have not done the "Load Files from Previous Leader" (big blue button). You should plug in the USB Flash Drive you got from the previous leader and do the "Load Files from Previous Leader."
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Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	4 - Team Recruiting	4.00	1.00	When I go to section 4, the list of Prospective team members only has a few "d" Answer: This indicates that you have not done the "Load Files from Previous Leader" (big blue button). You should plug in the USB Flash Drive you got from the previous leader and do the "Load Files from Previous Leader."
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Link Message1:Click here to view tutorial on Loading Files from Previous Leader.

[https://player.vimeo.com/video/144896099#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen](https://player.vimeo.com/video/144896099#t=0m0s?autoplay=)

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	4 - Team Recruiting	4.00	1.00	When I go to section 4, the list of Prospective team members only has a few "d Answer: This indicates that you have not done the "Load Files from Previous Leader" (big blue button). You should plug in the USB Flash Drive you got from the previous leader and do the "Load Files from Previous Leader."

Link Message1:Click here to view tutorial on Loading Files from Previous Leader.

[https://player.vimeo.com/video/347400889#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/347400889#t=0m0s?autoplay=)

Link Message2:

Kairos Inside Ezra	6.5	4 - Team Recruiting	4.00	2.00	Can I add names to the list of Prospective team members? Answer: Yes, just click the Add Prospect button and you will get the screen to enter the new info.
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Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	4 - Team Recruiting	4.00	2.00	Can I add names to the list of Prospective team members? Answer: Yes, just click the Add Prospect button and you will get the screen to enter the new info.
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Link Message1:Click here to view tutorial video on adding prospects to your team list.

[https://player.vimeo.com/video/137434296#t=2m58s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfulls](https://player.vimeo.com/video/137434296#t=2m58s?autoplay=)

Link Message2:

Kairos Inside Ezra	8.1	4 - Team Recruiting	4.00	2.00	Can I add names to the list of Prospective team members? Answer: Yes, just click the Add Prospect button and you will get the screen to enter the new info.
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Link Message1:Click here to view tutorial video on adding prospects to your team list.

[https://player.vimeo.com/video/341062191#t=2m58s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfulls](https://player.vimeo.com/video/341062191#t=2m58s?autoplay=)

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	4 - Team Recruiting	4.00	3.00	I entered a new person to the list, but they don't show up on my team list? Answer: That's because you did not check the "Selected for Team" checkbox in their record in the Team Recruiting section. Go back there, highlight their name on the list of Prospective team members, and click the Change button and check the Selected check box and click OK. Now they will appear on your selected Team list.
Link Message1:					
Link Message2:					
Kairos Inside Ezra	7.1	4 - Team Recruiting	4.00	3.00	I entered a new person to the list, but they don't show up on my team list? Answer: That's because you did not check the "Selected for Team" checkbox in their record in the Team Recruiting section. Go back there, highlight their name on the list of Prospective team members, and click the Change button and check the Selected check box and click OK. Now they will appear on your selected Team list.
Link Message1:					
Link Message2:					
Kairos Inside Ezra	8.1	4 - Team Recruiting	4.00	3.00	I entered a new person to the list, but they don't show up on my team list? Answer: That's because you did not check the "Selected for Team" checkbox in their record in the Team Recruiting section. Go back there, highlight their name on the list of Prospective team members, and click the Change button and check the Selected check box and click OK. Now they will appear on your selected Team list.
Link Message1:					
Link Message2:					

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	4 - Team Recruiting	4.00	4.00	There are people on the Prospective list that show they were on a certain team Answer: If you look at their team history, you will probably see that they do not have an assigned job or talk. That is because Ezra keeps track in the history of when they were contacted by a previous leader and if they said no to the invitation, then they will show on the list but have no assignments. This is so that you can see if a person is contacted all the time but never joins a team (and thus gets a job), then you may choose not to "waste" your time trying to recruit them.

Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	4 - Team Recruiting	4.00	4.00	There are people on the Prospective list that show they were on a certain team Answer: If you look at their team history, you will probably see that they do not have an assigned job or talk. That is because Ezra keeps track in the history of when they were contacted by a previous leader and if they said no to the invitation, then they will show on the list but have no assignments. This is so that you can see if a person is contacted all the time but never joins a team (and thus gets a job), then you may choose not to "waste" your time trying to recruit them.
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Link Message1:

Link Message2:

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	4 - Team Recruiting	4.00	4.00	<p>There are people on the Prospective list that show they were on a certain team</p> <p>Answer: If you look at their team history, you will probably see that they do not have an assigned job or talk. That is because Ezra keeps track in the history of when they were contacted by a previous leader and if they said no to the invitation, then they will show on the list but have no assignments. This is so that you can see if a person is contacted all the time but never joins a team (and thus gets a job), then you may choose not to "waste" your time trying to recruit them.</p>

Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	4 - Team Recruiting	4.00	5.00	<p>Why does the "traffic light" show red for a particular person?</p> <p>Answer: Ezra is applying the ministry policy of "3 on/1 off" meaning in KI you should not work more than three consecutive teams without taking a Kairos off. If the team history shows three or more consecutive teams, then the red light comes on for that person to inform you that if you recruit that person, you are "out of the riverbanks" with regard to the policy. Ezra only informs you of the status, it does not prevent you from whatever action you take.</p>
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Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	4 - Team Recruiting	4.00	5.00	<p>Why does the "traffic light" show red for a particular person?</p> <p>Answer: Ezra is applying the ministry policy of "3 on/1 off" meaning in KI you should not work more than three consecutive teams without taking a Kairos off. If the team history shows three or more consecutive teams, then the red light comes on for that person to inform you that if you recruit that person, you are "out of the riverbanks" with regard to the policy. Ezra only informs you of the status, it does not prevent you from whatever action you take.</p>
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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	4 - Team Recruiting	4.00	5.00	Why does the "traffic light" show red for a particular person? Answer: Ezra is applying the ministry policy of "3 on/1 off" meaning in KI you should not work more than three consecutive teams without taking a Kairos off. If the team history shows three or more consecutive teams, then the red light comes on for that person to inform you that if you recruit that person, you are "out of the riverbanks" with regard to the policy. Ezra only informs you of the status, it does not prevent you from whatever action you take.

Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	4 - Team Recruiting	4.00	6.00	Do I have to pay attention to the "Wisdom of Kairos" buttons? Answer: The Wisdom of Kairos buttons are there to help you work within the Kairos Riverbanks and benefit from the wisdom borne of thousands of weekend experiences by those who have gone on before you. It is like a child sitting at the knee of a wise grandfather - it is up to the child whether to follow the grandfather's advice.
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Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	4 - Team Recruiting	4.00	6.00	Do I have to pay attention to the "Wisdom of Kairos" buttons? Answer: The Wisdom of Kairos buttons are there to help you work within the Kairos Riverbanks and benefit from the wisdom borne of thousands of weekend experiences by those who have gone on before you. It is like a child sitting at the knee of a wise grandfather - it is up to the child whether to follow the grandfather's advice.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	4 - Team Recruiting	4.00	6.00	<p>Do I have to pay attention to the "Wisdom of Kairos" buttons?</p> <p>Answer: The Wisdom of Kairos buttons are there to help you work within the Kairos Riverbanks and benefit from the wisdom borne of thousands of weekend experiences by those who have gone on before you. It is like a child sitting at the knee of a wise grandfather - it is up to the child whether to follow the grandfather's advice.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Inside Ezra	6.5	4 - Team Recruiting	4.00	7.00	<p>Do Team Members have to be in a weekly "reunion" group?</p> <p>Answer: This can be a difficult question for some. For example, are YOU in a weekly reunion group? If not, perhaps you are not as sensitive to the need for Team members to be in a reunion group. Recall that the purposes of Kairos (to Christianize the Institutional environment) are best fulfilled with the ongoing, weekly Prayer and Share grouping. The big, "flashy" Kairos Weekend that you are Leading is only the entrance door to the heart of Kairos - the Prayer and Share grouping.</p> <p>It is therefore very important that Team members - especially Table Family members - can encourage the Participants to become part of a Prayer and Share group by their own testimony of its importance in their own life. The fewer people on the Team that are active in their own weekly reunion group results in a weaker emphasis on the importance of the Prayer and Share grouping, and the resulting weaker Prayer and Share community within the Institution.</p> <p>While it is not a firm requirement that each Team member be grouping, it is nevertheless a very important consideration.</p> <p>Link Message1:</p> <p>Link Message2:</p>

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	4 - Team Recruiting	4.00	8.00	<p>Do I have to pay attention to Denominational balance on the Team?</p> <p>Answer: Yes! Kairos is a non-denominational ministry. We represent Christ rather than a particular denomination or tradition. The Participants come from a wide variety of Christian traditions, and the more balance we have in Team denominational backgrounds, the better connection to the true meaning of the Body of Christ that is made with the Participants.</p> <p>That's the reason Ezra provides places to indicate the denominational background of each Team member and the reason that Ezra shows you the breakdown of the Team - to keep reminding you that the ministry is better served when you have not simply invited "your friends from your church."</p>

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Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	4 - Team Recruiting	4.00	9.00	<p>Do I really have to have "First Time" Team members?</p> <p>Answer: In the Wisdom of Kairos, having new Team members is critical to the long term health of the ministry. For that reason, your Team is expected to be made up of one-third first time Team members. In fact, to help "force" room for them, it is Kairos's policy that no Team member can serve on more than three consecutive Teams without sitting out for a Kairos. (Note that person who have been selected by the Ad Council to be on the Leadership track are an exception to this.)</p>
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Link Message1:

Link Message2:

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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	5 - Team Assignments	5.00	1.00	<p>Why don't I see my team in the Team Info List?</p> <p>Answer: Ezra makes use of a "team recruiting" database that contains the names and other information for all persons that you might consider for the Team. However, you must "SELECT" them to be considered part of the Team. You will see all persons in the database when you are in the Recruiting Section of Ezra. However, when you move to the Team Assignments and later sections of Ezra, you will only see those persons that you have "SELECTED" for the Team.</p> <p>If you don't see someone on the Team listing that you believe should be on the Team, it is because you have not clicked the "Selected for the Team" checkbox. Go back to the Recruiting listing and you will find them there. You can then click their "Selected" checkbox, and they will then be on your Team.</p>

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Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	5 - Team Assignments	5.00	2.00	<p>The list of jobs uses job names that we don't use. Can I change them?</p> <p>Answer: The job names that Ezra uses are the ministry standard names. Ezra makes use of these "standard" job names to link important files together (like when printing the weekend schedule assignments). So, no, you should not change these names.</p> <p>However, Ezra does give you the ability to use a "Local Community Name" as a substitute for the standard job names. You, as leader, will not see this "local community job name" on your various listings, but when you print documents that has the job name, Ezra will substitute the "standard" job name with the "local community" job name.</p>
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However, Ezra does give you the ability to use a "Local Community Name" as a substitute for the standard job names. You, as leader, will not see this "local community job name" on your various listings, but when you print documents that has the job name, Ezra will substitute the "standard" job name with the "local community" job name.

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	5 - Team Assignments	5.00	3.00	<p>How do I add the "Local Community" job name?</p> <p>Answer: On the screen that lists your team jobs to be assigned, there is a small button in the upper section called "Listing of Standard Jobs." Click that and you will get a list of the ministry "standard" job names. Highlight the one you are interested in, and click the Change button. On that screen, you can enter the "Local Community" job name, then click OK to update the file.</p> <p>Now, whenever you print a job related document, that "local community" job name will be used.</p>

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Kairos Inside Ezra	7.1	5 - Team Assignments	5.00	3.00	<p>How do I add the "Local Community" job name?</p> <p>Answer: On the screen that lists your team jobs to be assigned, there is a small button in the upper section called "Listing of Standard Jobs." Click that and you will get a list of the ministry "standard" job names. Highlight the one you are interested in, and click the Change button. On that screen, you can enter the "Local Community" job name, then click OK to update the file.</p> <p>Now, whenever you print a job related document, that "local community" job name will be used.</p>
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Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	5 - Team Assignments	5.00	4.00	<p>Can I add additional jobs to the team job assignment list?</p> <p>Answer: Yes. Just click the Add Job to Team button and select the desired "standard" job and click OK to add it to the list.</p> <p>If the Job is one that is "table family" related, then you would also select the appropriate Table Family name before clicking OK.</p>
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Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	5 - Team Assignments	5.00	4.00	<p>Can I add additional jobs to the team job assignment list?</p> <p>Answer: Yes. Just click the Add Job to Team button and select the desired "standard" job and click OK to add it to the list.</p> <p>If the Job is one that is "table family" related, then you would also select the appropriate Table Family name before clicking OK.</p>
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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
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Link Message1:					
Link Message2:					

Kairos Inside Ezra	6.5	5 - Team Assignments	5.00	5.00	The Table Family names in the job list that came with Ezra are wrong. How do Answer: Ezra keeps a master list of "male" and "female" table family names. You would change the master list for the appropriate gender, then you tell Ezra to begin using that revised list. On Ezra's Main Screen, click the little Ezra guy, then click the button to Verify Table Names (men) or (women) as appropriate. That gives you a list of the "master" table names. Make any changes or additions or deletions that you need to make. Once done, click the button called "Update Ezra's Working List with these Names." Now, whenever you need to select a table family name from a drop down list in Ezra, it will use the new list. You will have to go to places where table names are already assigned (like the list of jobs) and make the new table name selections there, if needed.
Link Message1:					
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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	6 - Team Meetings	6.00	1.00	<p>How many meetings should I have?</p> <p>Answer: In the spirit of the Kairos Riverbanks, you have quite a bit of flexibility in deciding on how many meetings you will need to have. However, where you are asked to be obedient to the Kairos Method is that you must spend 34 - 36 hours of Team Formation time. If you choose to have fewer rather than more meetings, then the time for each meeting will have to be longer in order to get the 34 - 36 hours in.</p> <p>As you consider the question of reasons for more or less meetings, experience has shown that one big factor that many Leaders consider is the travel time to Team meetings. If the Team doesn't have to travel too far to get to the meetings, then you might choose to have more, but shorter meetings. However, if large groups of the Team have to travel a long way, then you might want to have fewer meetings that last longer.</p>

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Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	6 - Team Meetings	6.00	2.00	<p>Why won't Ezra let me select 4 meetings?</p> <p>Answer: While the number of meetings is not the "riverbanks" requirement, the total team time of 34-36 hours is. If you have 4 meetings, that means you, as leader, need to ensure that your meetings are at least 8 hours long. The ministry, in general, knows that this is not something that is practical, so Ezra does not offer a 4 meeting option (which would have over 8 hour long meetings).</p> <p>If you insist on having only 4 meetings, you could tell Ezra to select 8 meetings, and use the odd meetings for the morning session and the even meetings for the afternoon session.</p>
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Link Message1:

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	6 - Team Meetings	6.00	3.00	<p>Do I have to have an overnight meeting?</p> <p>Answer: You are not required to have an overnight meeting. You are, however, required to have 34 - 36 hours of Team formation time. Some Leaders like to add an overnight portion of a meeting as part a team meeting to accomplish the required time. For some, the benefit to Team formation outweighs the costs of accommodating and overnight meeting. For others, perhaps not. As the Leader, you are empowered to decide what is in the best interest of your Team.</p> <p>In any case the overnight portion of a team meeting is not to be considered a separate team meeting but rather part of the next day meeting.</p>

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	6 - Team Meetings	6.00	3.00	<p>Do I have to have an overnight meeting?</p> <p>Answer: You are not required to have an overnight meeting. You are, however, required to have 34 - 36 hours of Team formation time. Some Leaders like to add an overnight portion of a meeting as part a team meeting to accomplish the required time. For some, the benefit to Team formation outweighs the costs of accommodating and overnight meeting. For others, perhaps not. As the Leader, you are empowered to decide what is in the best interest of your Team.</p> <p>In any case the overnight portion of a team meeting is not to be considered a separate team meeting but rather part of the next day meeting.</p>

Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	6 - Team Meetings	6.00	4.00	<p>What is the difference in a "meeting" and an "overnight" meeting in Ezra?</p> <p>Answer: The primary team formation tool is the team "meeting." While the norm is for that "meeting" to occur on a Saturday, that is not a requirement. You could, for example, have your "meetings" scheduled to occur on weekday evenings.</p> <p>An "overnight" meeting is a shortened portion that occurs on the evening before a "meeting." So, if you have your "meetings" planned to be on a Saturday, and you want to have an "overnight" meeting on the evening before the, say, 3rd "meeting" then you would indicate that you are having an "overnight" associated with the 3rd "meeting." You do not "count" an overnight as one of your "meetings."</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	6 - Team Meetings	6.00	4.00	<p>What is the difference in a "meeting" and an "overnight" meeting in Ezra?</p> <p>Answer: The primary team formation tool is the team "meeting." While the norm is for that "meeting" to occur on a Saturday, that is not a requirement. You could, for example, have your "meetings" scheduled to occur on weekday evenings.</p> <p>An "overnight" meeting is a shortened portion that occurs on the evening before a "meeting." So, if you have your "meetings" planned to be on a Saturday, and you want to have an "overnight" meeting on the evening before the, say, 3rd "meeting" then you would indicate that you are having an "overnight" associated with the 3rd "meeting." You do not "count" an overnight as one of your "meetings."</p>

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Link Message2:

Kairos Inside Ezra	8.1	6 - Team Meetings	6.00	4.00	<p>What is the difference in a "meeting" and an "overnight" meeting in Ezra?</p> <p>Answer: The primary team formation tool is the team "meeting." While the norm is for that "meeting" to occur on a Saturday, that is not a requirement. You could, for example, have your "meetings" scheduled to occur on weekday evenings.</p> <p>An "overnight" meeting is a shortened portion that occurs on the evening before a "meeting." So, if you have your "meetings" planned to be on a Saturday, and you want to have an "overnight" meeting on the evening before the, say, 3rd "meeting" then you would indicate that you are having an "overnight" associated with the 3rd "meeting." You do not "count" an overnight as one of your "meetings."</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	6 - Team Meetings	6.00	5.00	<p>What do I need to bring to a Team Meeting?</p> <p>Answer: The easy answer is EVERYTHING! Part of the Ezra methodology is that every handout will be provided (by you) rather than asking people to turn to a certain page in their Kairos Program Manual. Yes, you do want to encourage your Team to have, and read the Program Manual, but you, as leader, are responsible for making sure your team is prepared, and Ezra gives you the tools to make sure YOU are prepared to guide your team by providing the needed handouts and instructions when you need them.</p> <p>Yes, you will have to use paper and printer ink, but the benefit to Team training is so much greater when you know that everything that is needed is provided to every Team member. Also, by design, there are many items that are only available through Ezra, so you are the only source of many items.</p>

Link Message1:

Link Message2:

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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
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Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	6 - Team Meetings	6.00	6.00	<p>Where do I find the things I need for a Team Meeting?</p> <p>Answer: There are two very valuable areas in Section 6 - Team Meetings. Click the button for Team Meeting Preparation and that will give you access to the two key areas.</p> <p>The first will take you to where you have access to anything that you need for the team meeting, including spiritual experiences, training handouts, logistical guides, job training guides, etc.</p> <p>The second area takes you to your Team Meeting Agendas where you work on your individual agendas.</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	6 - Team Meetings	6.00	6.00	<p>Where do I find the things I need for a Team Meeting?</p> <p>Answer: There are two very valuable areas in Section 6 - Team Meeting Preparations. Click the button for Team Meeting Tools and that will give you access to the two key areas.</p> <p>The first area takes you to your Team Meeting Agendas where you work on your individual agendas.</p> <p>The second will take you to the Team Meeting Handouts, Instruction Sheets, & Examples where you can find everything you will need for a team meeting.</p>

Link Message1:Click here to get more information on team meeting materials.

[http://player.vimeo.com/video/152785026#t=0m0s?autoplay=1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscree](http://player.vimeo.com/video/152785026#t=0m0s?autoplay=1)

Link Message2:

Kairos Inside Ezra	8.1	6 - Team Meetings	6.00	6.00	<p>Where do I find the things I need for a Team Meeting?</p> <p>Answer: There are two very valuable areas in Section 6 - Team Meeting Preparations. Click the button for Team Meeting Tools and that will give you access to the two key areas.</p> <p>The first area takes you to your Team Meeting Agendas where you work on your individual agendas.</p> <p>The second will take you to the Team Meeting Handouts, Instruction Sheets, & Examples where you can find everything you will need for a team meeting.</p>
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Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	7 - Participants & Hosts	7.00	1.00	<p>Do I have to record all the information that Ezra asks for about a Participant?</p> <p>Answer: It depends on the requirements of your Institution and your Advisory Council. In some Institutions, there are restrictions on who you can place together in Families based on, say, their cell block/dorm area. If so, then you will need to record that information so you can make proper Family selection decisions.</p> <p>So, if your Institution or Ad Council requires certain information in order to properly handle the Family Assignments or the on-going ministry, then you should include that info. If it is not required, there is no need to include it.</p>

Link Message1:

Link Message2:

Kairos Inside Ezra	7.1	7 - Participants & Greeters	7.00	1.00	<p>Do I have to record all the information that Ezra asks for about a Participant?</p> <p>Answer: It depends on the requirements of your Institution and your Advisory Council. In some Institutions, there are restrictions on who you can place together in Families based on, say, their cell block/dorm area. If so, then you will need to record that information so you can make proper Family selection decisions.</p> <p>So, if your Institution or Ad Council requires certain information in order to properly handle the Family Assignments or the on-going ministry, then you should include that info. If it is not required, there is no need to include it.</p>
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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
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Kairos Inside Ezra	6.5	7 - Participants & Hosts	7.00	2.00	<p>Do I have to assign Hosts?</p> <p>Answer: Yes. The Kairos Method assigns a Host to each Participant. As the Leader, it is your responsibility to make the decision about who to assign to who. You are also responsible for communicating those assignments to the Hosts so they know who they are looking after.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Inside Ezra	7.1	7 - Participants & Greeters	7.00	2.00	<p>Do I have to assign Greeters?</p> <p>Answer: Yes. The Kairos Method assigns a Greeter to each Participant. As the Leader, it is your responsibility to make the decision about who to assign to who. You are also responsible for communicating those assignments to the Greeters so they know who they are looking after.</p> <p>Link Message1:</p> <p>Link Message2:</p>

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	8.1	7 - Participants & Greeters	7.00	2.00	Do I have to assign Greeters? Answer: Yes. The Kairos Method assigns a Greeter to each Participant. As the Leader, it is your responsibility to make the decision about who to assign to who. You are also responsible for communicating those assignments to the Greeters so they know who they are looking after.

Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	8 - Weekend Schedule	8.00	1.00	Do I have to "select" a Schedule? Answer: Normally, you don't. In most cases, you will have "loaded" the files being passed to you by the previous leader. In that case, you will have already, in effect, "selected" your schedule by loading it from the previous leader. In some unusual situations, you may decide that you want to use a "standard" schedule rather than the passed on schedule. Then, you could "select" a standard "national" schedule from the list.
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Link Message1:

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Kairos Inside Ezra	7.1	8 - Weekend Schedule	8.00	1.00	Do I have to "select" a Schedule? Answer: Normally, you don't. In most cases, you will have "loaded" the files being passed to you by the previous leader. In that case, you will have already, in effect, "selected" your schedule by loading it from the previous leader. In some unusual situations, you may decide that you want to use a "standard" schedule rather than the passed on schedule. Then, you could "select" a standard "national" schedule from the list.
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Link Message1:

Link Message2:

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
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Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	8 - Weekend Schedule	8.00	2.00	<p>Can I make modifications to the schedule?</p> <p>Answer: Yes, you can change the time of scheduled events and you can add items to the Schedule. You can also make changes to descriptions and comments that you may find to be helpful to the assistant Leaders during the Weekend.</p> <p>Caution is advised, however, because Ezra's schedules are quite complex and there are many, many pieces of data that Ezra makes use of in the Schedule, and if you make changes to these items, you may cause something to disappear that you didn't want to disappear (such as a Chapel Meditation).</p>
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Link Message1:

Link Message2:

MISSIONeering
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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	8 - Weekend Schedule	8.00	2.00	Can I make modifications to the schedule? Answer: Yes, you can change the time of scheduled events and you can add items to the Schedule. You can also make changes to descriptions and comments that you may find to be helpful to the assistant Leaders during the Weekend. Caution is advised, however, because Ezra's schedules are quite complex and there are many, many pieces of data that Ezra makes use of in the Schedule, and if you make changes to these items, you may cause something to disappear that you didn't want to disappear (such as a Chapel Meditation).

Link Message1: To view a tutorial on the Weekend Schedule, click here.

<https://player.vimeo.com/video/138041029#t=0m0s?autoplay=1> width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc
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Link Message1: To view a tutorial on the Weekend Schedule, click here.

<https://player.vimeo.com/video/341128652#t=0m0s?autoplay=1> width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc
Link Message2:

Kairos Inside Ezra	6.5	8 - Weekend Schedule	8.00	3.00	Why don't the names of the Talk speakers appear in the schedule? Answer: That is normal. When you print the schedule, however, Ezra will look up who you have assigned a talk to, and will print that person's name in the printed schedule.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
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Link Message1:					
Link Message2:					
Kairos Inside Ezra	6.5	8 - Weekend Schedule	8.00	4.00	When I print the schedule, I get a message (or a series of messages) that a job Answer: Ezra' Weekend Schedule makes assignments to "standard" jobs. These are the job names that the ministry uses (even if they are not the ones you use locally). If you, or someone before you has changed the ministry "standard" job names and replaced them in the weekend schedule assignments, then you will get this message.
Link Message1:					
Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
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Link Message1:

Link Message2:

Kairos Inside Ezra	6.5	8 - Weekend Schedule	8.00	5.00	Do I have to include the Leader speeches in all copies of the master schedule Answer: No. In fact, you probably only need to include the leader speeches in your copy and the Observing Leader copy. Other people don't need that detail, and it shortens the printout considerably. Some teams use a "personal radio" system for Spanish interpretation. In these cases, it is helpful to give the person doing the translation and speaking into the wireless system a copy of the schedule with your speeches to help them with their real time translation.
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Link Message1:

Link Message2:

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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	6.5	8 - Weekend Schedule	8.00	6.00	Can I make changes to my leader speeches? Answer: Yes. Some people do this to inject local procedural issues. To make a change to your leader speech, scroll down the list of the weekend schedule to the specific speech you want to change and click the Change button. Just below the Activity Title field is a button that will open the speech in a word processor and you can make your changes. When complete, you must simply SAVE the document (do not change the name), and exit from the word processor.

Link Message1:

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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	9 - Last Minute Stuff	9.00	1.00	How do I get certificates for the participants? Answer: Section 9 of Ezra, Last Minute Stuff, provides you with many items that are very useful as the weekend comes. You can print off a certificate to present to each resident participant by selecting Print Participant Certificate from the right column.

Link Message1:Click here for tutorial on Last Minute Stuff.

[http://player.vimeo.com/video/138257202#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscr](http://player.vimeo.com/video/138257202#t=0m0s?autoplay=)

Link Message2:

Kairos Inside Ezra	7.1	9 - Last Minute Stuff	9.00	2.00	How do I get a list of team members for the chaplain/institution? Answer: Section 9 of Ezra, Last Minute Stuff, provides you with many items that are very useful as the weekend comes. You can print off a list of team members by clicking on the Print Prison Entry List for the left column. You will then be able to choose what information is included on the entry list.
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Link Message1:Click here to find out more about the Prison Entry List

[http://player.vimeo.com/video/138257202#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscr](http://player.vimeo.com/video/138257202#t=0m0s?autoplay=)

Link Message2:

Kairos Inside Ezra	8.1	9 - Last Minute Stuff	9.00	2.00	How do I get a list of team members for the chaplain/institution? Answer: Section 9 of Ezra, Last Minute Stuff, provides you with many items that are very useful as the weekend comes. You can print off a list of team members by clicking on the Print Prison Entry List for the left column. You will then be able to choose what information is included on the entry list.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	10 - Instructional Reunion	10.00	1.00	What has the Instructional Reunion have to do with me? Answer: As weekend leader you are responsible for the Instructional Reunion that is required to be held within two weeks of the closing of your weekend. Section 10 of Ezra has all the tools you will need to set the agenda and even assign the talks.
Link Message1:To see more about how Ezra supports your Instructional Reunion, click here. <a 1"="" allowfullsc"="" frameborder="0" height="281" href="http://player.vimeo.com/video/138272244#t=0m0s?autoplay=" mozallowfullscreen="" webkitallowfullscreen="" width="500">http://player.vimeo.com/video/138272244#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc					
Link Message2:					

Kairos Inside Ezra	8.1	10 - Instructional Reunion	10.00	1.00	What has the Instructional Reunion have to do with me? Answer: As weekend leader you are responsible for the Instructional Reunion that is required to be held within two weeks of the closing of your weekend. Section 10 of Ezra has all the tools you will need to set the agenda and even assign the talks.
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Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Inside Ezra	7.1	Final Steps	11.00	1.00	<p>What is involved in the Final Steps button in Ezra?</p> <p>Answer: Before you are complete as the Weekend Leader, you have some really important things to do. You do not have to do them the minute the weekend is over but before you pass on your responsibility to the next Leader, you will want to get them done.</p> <p>The first task is very easy, listen to a special message from the Executive Director for you. Second, you need to create your weekend leader's report. Third you need create the "pass on" files for the next leader on a USB drive. Lastly, you need to upload your completed Ezra data to the Kairos Data Server.</p> <p>All of these steps are easily accomplished with Ezra.</p>

Link Message1: To see detailed instructions about your final steps click here.

[http://player.vimeo.com/video/144754932#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscree](http://player.vimeo.com/video/144754932#t=0m0s?autoplay=)

Link Message2:

Kairos Inside Ezra	7.1	Program Updates	12.00	6.00	<p>MANDATORY SECURITY UPDATE for all revisions of Ezra up to and including</p> <p>Answer: In order for all versions of Ezra up to and including 7.4.20 to upload the Ezra passed on data to the KairosMessenger database, YOU MUST PERFORM THIS UPDATE PRIOR TO performing the Copy Files for Next Leader to pass on your Ezra data to the next leader.</p>
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Link Message1: Download Upgrade Instructions

www.MISSIONeering.org/EzraFiles/Ezra7SecurityUpdateProgramInstructions.pdf

Link Message2: Download Ezra7 Security Upgrade Program

www.MISSIONeering.org/EzraFiles/Ezra7SecurityUpdate.exe

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	Cancelled/Rescheduled We	1.00	1.00	What do I do if the Weekend gets cancelled or rescheduled? Answer: As long as the weekend leader is the same person, the link below gives the steps to update Ezra for the rescheduled date. If the weekend leader is going to be a different person, then contact Ezra Tech Support.
Link Message1:Rescheduled/Cancelled Weekend http://www.missionneering.org/EzraFiles/SuperEasySteps_RescheduledWeekend.pdf Link Message2:					
Kairos Outside Ezra	7.1	What's New in Ezra 7	1.05	1.00	Ezra Version 7 is released as of March 1, 2016. What's New in the Ezra 7 Ver Answer: There are many new features and improvements. For the details, you'll want to review the Tutorial videos. But, for an overview, click the link below.
Link Message1:What's New in Ezra 7 (Overview) http://www.missionneering.org/EzraFiles/EzraAngels/Getting Familiar With Ezra7.pdf Link Message2:					
Kairos Outside Ezra	8.1	What's New in Ezra 8	1.05	1.00	Ezra Version 8 is released as of August 1, 2019. What's New in the Ezra 8 Ver Answer: There are many new features and improvements. For the details, you'll want to review the Tutorial videos. But, for an overview, click the link below.
Link Message1:What's New in Ezra 8 (Overview) http://www.missionneering.org/EzraFiles/EzraVersion8WhatsNew.pdf Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	6.5	Ordering Ezra	1.10	1.00	How do I order Ezra? Answer: Each Weekend Leader is to order their own copy of Ezra for their assigned weekend. Immediately after the weekend where you were the Observing Leader completes and you have attended an AKT, please go to www.mykairos.org and click on the Supply Ordering link on the left side of the screen. Ezra ordering information is at the top of the page. Once completed please email or fax per the instructions on the order form. Should you encounter any problem please contact the KPML office at the number on the order form.

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	Ordering Ezra	1.10	1.00	How do I order Ezra? Answer: Immediately after the weekend where you were the Observing Leader completes and you have attended an AKT, please go to www.mykairos.org and click on the Supply Ordering link on the left side of the screen. Ezra ordering information is at the top of the page. Once completed please email or fax per the instructions on the order form. Should you encounter any problem please contact the KPML office at the number on the order form.
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Link Message1:More on Ordering Ezra

[http://player.vimeo.com/video/146662761#t=0m17s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](http://player.vimeo.com/video/146662761#t=0m17s?autoplay=)

Link Message2: The Ezra order form from KPML.

<http://www.mykairos.org/order.html>

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	Ordering Ezra	1.10	1.00	How do I order Ezra? Answer: Immediately after the weekend where you were the Observing Leader completes and you have attended an AKT, please go to www.kairosmessenger.org/EzraOrderForm and follow the on screen instructions to place your Ezra order. Once the order has been processed and approved, you will receive an email with a download link so you can download your new copy of Ezra.
Link Message1: More on Ordering Ezra www.Missioneering.org/EzraFiles/SuperEasySteps_EzraDownloadOrder.PDF					
Link Message2: The Ezra order form from KPML. www.KairosMessenger.org/EzraOrderForm					
Kairos Outside Ezra	6.5	Ordering Ezra	1.10	3.00	Do I have to have attended AKT to order Ezra? Answer: Yes. If you have not attended AKT yet, you will need to contact the KI ministry coordinator to discuss the specifics of your situation.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	7.1	Ordering Ezra	1.10	3.00	Do I have to have attended AKT to order Ezra? Answer: Yes. If you have not attended AKT yet, you will need to contact the KI ministry coordinator to discuss the specifics of your situation.
Link Message1:					
Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	Ordering Ezra	1.10	3.00	Do I have to have attended AKT to order Ezra? Answer: Yes. If you have not attended AKT yet, you will need to contact the Kairos Program Coordinator to discuss the specifics of your situation.

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	Ordering Ezra	1.10	4.00	How do I make a copy of Ezra for my OL1 and Angel Coordinator? Answer: On the main screen in Ezra you will find a button near the bottom labeled "Copy Ezra". Once you click on that button you will be guided by Ezra on making a copy for the OL1 or Angel Coordinator.
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Link Message1: To watch a video on making copies of Ezra, click here.

[http://player.vimeo.com/video/138756132#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscree](http://player.vimeo.com/video/138756132#t=0m0s?autoplay=)

Link Message2:

Kairos Outside Ezra	8.1	Ordering Ezra	1.10	4.00	How do I make a copy of Ezra for my OL1 and Angel Coordinator? Answer: On the main screen in Ezra you will find a button near the bottom labeled "Copy Ezra". Once you click on that button you will be guided by Ezra on making a copy for the OL1 or Angel Coordinator.
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Link Message1: To watch a video on making copies of Ezra, click here.

[http://player.vimeo.com/video/341151674#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscree](http://player.vimeo.com/video/341151674#t=0m0s?autoplay=)

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Ordering Ezra	1.10	5.00	<p>I am the OL1 or Angel Coordinator, what does Ezra have for me?</p> <p>Answer: Rather than giving you all the features the weekend leader has available, special versions of Ezra have been developed especially for the OL1 and Angel Coordinator. These special versions have all the tools you will need to complete your duties as either the OL1 or Angel Coordinator.</p> <p>Link Message1: To view a video on the OL1 Ezra, click here. <a 1"="" allowfullsc"="" frameborder="0" height="281" href="http://player.vimeo.com/video/146904594#t=0m0s?autoplay=" mozallowfullscreen="" webkitallowfullscreen="" width="500">http://player.vimeo.com/video/146904594#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc</p> <p>Link Message2: To view a video on the Angel Coordinator Ezra, click here. <a 1"="" allowfullsc"="" frameborder="0" height="281" href="http://player.vimeo.com/video/148557421#t=0m0s?autoplay=" mozallowfullscreen="" webkitallowfullscreen="" width="500">http://player.vimeo.com/video/148557421#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc</p>
Kairos Outside Ezra	8.1	Ordering Ezra	1.10	5.00	<p>I am the OL1 or Angel Coordinator, what does Ezra have for me?</p> <p>Answer: Rather than giving you all the features the weekend leader has available, special versions of Ezra have been developed especially for the OL1 and Angel Coordinator. These special versions have all the tools you will need to complete your duties as either the OL1 or Angel Coordinator.</p> <p>Link Message1: To view a video on the OL1 Ezra, click here. <a 1"="" allowfullsc"="" frameborder="0" height="281" href="http://player.vimeo.com/video/146904594#t=0m0s?autoplay=" mozallowfullscreen="" webkitallowfullscreen="" width="500">http://player.vimeo.com/video/146904594#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc</p> <p>Link Message2: To view a video on the Angel Coordinator Ezra, click here. <a 1"="" allowfullsc"="" frameborder="0" height="281" href="http://player.vimeo.com/video/148557421#t=0m0s?autoplay=" mozallowfullscreen="" webkitallowfullscreen="" width="500">http://player.vimeo.com/video/148557421#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc</p>
Kairos Outside Ezra	7.1	Ordering Ezra	1.10	7.00	<p>As the OL1 or Angel Coordinator, how do I get and install Ezra.</p> <p>Answer: Rather than obtaining the full Weekend Leader version of Ezra, special versions have been developed for the OL1 and Angel Coordinator. After your Weekend Leader has registered her copy of Ezra, she can create your special version and provide that to you on a flash drive. At the time she creates your installation flash drive, she should also print out the instructions for you to install your copy of Ezra. If you do not get a copy of the installation instructions, you have two other sources. A copy of the instructions is contained on teh flash drive or you can get a copy by click on the link below.</p> <p>Link Message1: Click here for the installation instructions. http://www.missioneering.org/ezrafiles/EzraFlashDriveInstallGuide.pdf</p> <p>Link Message2:</p>

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	Ordering Ezra	1.10	7.00	As the OL1 or Angel Coordinator, how do I get and install Ezra. Answer: Rather than obtaining the full Weekend Leader version of Ezra, special versions have been developed for the OL1 and Angel Coordinator. After your Weekend Leader has registered her copy of Ezra, she can create your special version and provide that to you on a flash drive. At the time she creates your installation flash drive, she should also print out the instructions for you to install your copy of Ezra. If you do not get a copy of the installation instructions, you have two other sources. A copy of the instructions is contained on teh flash drive or you can get a copy by click on the link below.

Link Message1:Click here for the installation instructions.

<http://www.missioneering.org/ezrafiles/EzraFlashDriveInstallGuide.pdf>

Link Message2:

Kairos Outside Ezra	6.5	Ezra on New Start	1.20	1.00	I am working on a new startup Advisory Council. Can I use EZRA as we put to? Answer: Ezra has the ability built in where you can import prospective volunteer contact information from an Excel spreadsheet that you may have been building as an Advisory Council is being formed. The ONLY time that you might "import" a prospective volunteer list from Excel is when the situation is a startup Advisory Council. It should NOT be used by a Weekend Leader to load "their" planned team before they received Ezra. The spreadsheet must be in a specific format. Additionally, there are a number of things that are important for a new Ad Council to understand about getting started with Ezra, and they should contact springguy@juno.com to prepare for their startup with Ezra.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Ezra on New Start	1.20	1.00	<p>I am working on a new startup Advisory Council. Can I use EZRA as we put to?</p> <p>Answer: Ezra has the ability built in where you can import prospective volunteer contact information from an Excel spreadsheet that you may have been building as an Advisory Council is being formed. The ONLY time that you might "import" a prospective volunteer list from Excel is when the situation is a startup Advisory Council. It should NOT be used by a Weekend Leader to load "their" planned team before they received Ezra.</p> <p>The spreadsheet must be in a specific format. Additionally, there are a number of things that are important for a new Ad Council to understand about getting started with Ezra, and they should contact springguy@juno.com to prepare for their startup with Ezra.</p>

Link Message1: If after talking to Tech Support you want view a tutorial, click here.

[https://player.vimeo.com/video/137434296#t=1m53s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen](https://player.vimeo.com/video/137434296#t=1m53s?autoplay=)

Link Message2: Click here to get a copy of the format of the spreadsheet.

<http://www.missioneering.org/ezrafiles/kairosinsideteamexcelimportformat.pdf>

Kairos Outside Ezra	8.1	Ezra on New Start	1.20	1.00	<p>I am working on a new startup Advisory Council. Can I use EZRA as we put to?</p> <p>Answer: Ezra has the ability built in where you can import prospective volunteer contact information from an Excel spreadsheet that you may have been building as an Advisory Council is being formed. The ONLY time that you might "import" a prospective volunteer list from Excel is when the situation is a startup Advisory Council. It should NOT be used by a Weekend Leader to load "their" planned team before they received Ezra.</p> <p>The spreadsheet must be in a specific format. Additionally, there are a number of things that are important for a new Ad Council to understand about getting started with Ezra, and they should contact springguy@juno.com to prepare for their startup with Ezra.</p>
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Link Message1: If after talking to Tech Support you want view a tutorial, click here.

[https://player.vimeo.com/video/137434296#t=1m53s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen](https://player.vimeo.com/video/137434296#t=1m53s?autoplay=)

Link Message2: Click here to get a copy of the format of the spreadsheet.

<http://www.missioneering.org/ezrafiles/EzraKairosOutsideExcelImportSpecification.pdf>

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	6.5	Installing Ezra	2.00	1.00	I received my Ezra CD, now what? Answer: You have to "install" the Ezra software on your computer. You should follow the installation instructions for your version of Windows. If you are installing on a shared computer that is passed from leader to leader, DO NOT install Ezra until you have received the previous leader's passed on Ezra data on a USB Flash Drive.

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	Installing Ezra	2.00	1.00	I received my Ezra CD, now what? Answer: You have to "install" the Ezra software on your computer. You should follow the installation instructions for your version of Windows. If you are installing on a shared computer that is passed from leader to leader, DO NOT install Ezra until you have received the previous leader's passed on Ezra data on a USB Flash Drive.
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Link Message1: Video instructions on installing and starting Ezra.

[http://player.vimeo.com/video/150489768#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscre](http://player.vimeo.com/video/150489768#t=0m0s?autoplay=)

Link Message2:

Kairos Outside Ezra	6.5	Installing Ezra	2.00	1.50	Will Ezra run on Windows 8? Answer: Yes. Your Installation Guide has instructions for installing under Windows 8.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Installing Ezra	2.00	1.50	Will Ezra run on Windows 7, 8 or 10? Answer: Yes. Your Installation Guide has separate instruction of for installing under Windows 7, 8 or 10.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	8.1	Installing Ezra	2.00	1.50	Will Ezra run on Windows 7, 8 or 10? Answer: Yes.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	6.5	Installing Ezra	2.00	1.55	Will Ezra run on MAC? Answer: Ezra is a Windows based product, so the only way it can run on a MAC is if you purchase the Apple software "Parallels" and then purchase and install Windows under Parallels. Then, you can install Ezra under Windows. The cost of Parallels and Windows will be in the \$200-\$300 range. Check with your Apple store.
Link Message1:					
Link Message2:					

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Installing Ezra	2.00	1.55	Will Ezra run on MAC? Answer: Ezra is a Windows based product, so the only way it can run on a MAC is if you purchase the Apple software "Parallels" and then purchase and install Windows under Parallels. Then, you can install Ezra under Windows. The cost of Parallels and Windows will be in the \$200-\$300 range. Check with your Apple store.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	8.1	Installing Ezra	2.00	1.55	Will Ezra run on MAC? Answer: Ezra is a Windows based product, so the only way it can run on a MAC is if you purchase the Apple software "Parallels" and then purchase and install Windows under Parallels. Then, you can install Ezra under Windows. The cost of Parallels and Windows will be in the \$200-\$300 range. Check with your Apple store.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	6.5	Installing Ezra	2.00	2.00	I installed Ezra but there is no Ezra icon on the desktop. Answer: Most likely, you are running Windows XP. There is an insert sheet in your Installation Guide called "Fatal Error/Not Installing" that explains that you will get a popup window during the installation and that you must UNCHECK the "Protect My Computer" checkbox.
Link Message1:					
Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Installing Ezra	2.00	2.00	I installed Ezra but there is no Ezra icon on the desktop. Answer: Most likely, you are running Windows XP. There is an insert sheet in your Installation Guide called "Fatal Error/Not Installing" that explains that you will get a popup window during the installation and that you must UNCHECK the "Protect My Computer" checkbox.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	8.1	Installing Ezra	2.00	2.00	I installed Ezra but there is no Ezra icon on the desktop. Answer: Most likely, you are running Windows XP. There is an insert sheet in your Installation Guide called "Fatal Error/Not Installing" that explains that you will get a popup window during the installation and that you must UNCHECK the "Protect My Computer" checkbox.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	6.5	Installing Ezra	2.00	2.10	I installed Ezra but I notice that the Revision at the top of Ezra's screen does not Answer: This is because you are using a computer that has a previous copy of Ezra on it, and you have not actually installed your new Ezra software. You should follow the installation instructions in your Installation Guide.
Link Message1:					
Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Installing Ezra	2.00	2.10	I installed Ezra but I notice that the Revision at the top of Ezra's screen does not Answer: This is because you are using a computer that has a previous copy of Ezra on it, and you have not actually installed your new Ezra software. You should follow the installation instructions in your Installation Guide.

Link Message1:

Link Message2:

Kairos Outside Ezra	6.5	Installing Ezra	2.00	3.00	Can I use a shared computer that gets passed from Leader to Leader? Answer: Yes - the Installation Guide highlights this scenario. The key thing is that the previous leader MUST do a "Copy Files for Next Leader" to a USB Thumb Drive and provide that passed on data to the next leader in addition to the laptop. Failure of the previous leader to do that "Copy Files for Next Leader" will create difficulty and delays for the next leader and could result in the loss of the historical team data.
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Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	Installing Ezra	2.00	3.00	Can I use a shared computer that gets passed from Leader to Leader? Answer: Yes - the Installation Guide highlights this scenario. The key thing is that the previous leader MUST do a "Copy Files for Next Leader" to a USB Thumb Drive and provide that passed on data to the next leader in addition to the laptop. Failure of the previous leader to do that "Copy Files for Next Leader" will create difficulty and delays for the next leader and could result in the loss of the historical team data.
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Link Message1: Click here for a tutorial video on Passing Files

[https://player.vimeo.com/video/144744367#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/144744367#t=0m0s?autoplay=)

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	Installing Ezra	2.00	3.00	Can I use a shared computer that gets passed from Leader to Leader? Answer: Yes - the process is no different from using your own computer. The key thing is that the previous leader MUST pass on their Ezra data during the "Finishing the Weekend" process.
Link Message1:Click here for a tutorial video on Passing Files <a 1"="" allowfullsc"="" frameborder="0" height="281" href="https://player.vimeo.com/video/349203497#t=0m0s?autoplay=" mozallowfullscreen="" webkitallowfullscreen="" width="500">https://player.vimeo.com/video/349203497#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc Link Message2:					
Kairos Outside Ezra	6.5	Installing Ezra	2.00	4.00	We're using a shared computer. Do I have to get my own copy of Ezra? Answer: Yes. The software license requires each leader to get their own copy of Ezra. And, since Ezra is constantly being updated, you want the most recent version rather than an old, dated copy.
Link Message1: Link Message2:					
Kairos Outside Ezra	7.1	Installing Ezra	2.00	4.00	We're using a shared computer. Do I have to get my own copy of Ezra? Answer: Yes. The software license requires each leader to get their own copy of Ezra. And, since Ezra is constantly being updated, you want the most recent version rather than an old, dated copy.
Link Message1:More on how to order Ezra. <a 1"="" allowfullsc"="" frameborder="0" height="281" href="http://player.vimeo.com/video/146662761#t=0m17s?autoplay=" mozallowfullscreen="" webkitallowfullscreen="" width="500">http://player.vimeo.com/video/146662761#t=0m17s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc Link Message2: KPMI Order form for Ezra. http://www.mykairos.org/order.html					
Kairos Outside Ezra	8.1	Installing Ezra	2.00	4.00	We're using a shared computer. Do I have to get my own copy of Ezra? Answer: Yes. The software license requires each leader to get their own copy of Ezra. And, since Ezra is constantly being updated, you want the most recent version rather than an old, dated copy.
Link Message1:More on how to order Ezra. www.Missioneering.org/EzraFiles/SuperEaststeps_EzraDownloadOrder.pdf Link Message2: Order link for Ezra. http://www.KairosMessenger.org/EzraOrderForm					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	6.5	Installing Ezra	2.00	5.00	Can I run Ezra on more than one computer? Answer: Yes - the software license agreement allows the Weekend Leader to make as many copies of Ezra as desired and to run Ezra on as many copies as desired as long as they are not being used to run another weekend. You'll need to make a copy of the Ezra CD using Ezra's built in CD copy feature, and for Ezra versions after 6.4.0, that will load the weekend leader's registration data and their data files on the other computers.

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	Installing Ezra	2.00	5.00	Can I run Ezra on more than one computer? Answer: Yes - the software license agreement allows the Weekend Leader to make as many copies of Ezra as desired and to run Ezra on as many copies as desired as long as they are not being used to run another weekend. You'll need to make a copy of the Ezra software using Ezra's built in copy feature, and for Ezra versions after 6.4.0, that will load the weekend leader's registration data and their data files on the other computers. You will make the copy of the software using a Flash Drive.
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Link Message1:Click here for the "Making a Copy of Ezra" tutorial.

[https://player.vimeo.com/video/138756132#t=0m0s?autoplay=1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/138756132#t=0m0s?autoplay=1)

Link Message2:

Kairos Outside Ezra	8.1	Installing Ezra	2.00	5.00	Can I run Ezra on more than one computer? Answer: Yes - the software license agreement allows the Weekend Leader to make as many copies of Ezra as desired and to run Ezra on as many copies as desired as long as they are not being used to run another weekend. You'll need to make a copy of the Ezra software using Ezra's built in copy feature and that will load the weekend leader's registration data and their data files on the other computers. You will make the copy of the software using a Flash Drive.
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Link Message1:Click here for the "Making a Copy of Ezra" tutorial.

[https://player.vimeo.com/video/341151674#t=0m0s?autoplay=1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/341151674#t=0m0s?autoplay=1)

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Installing Ezra	2.00	6.00	<p>How can I protect my data from accidental loss?</p> <p>Answer: Ezra provides both back and restore capability for the protection of your data. The back up and restore functions should only be used for backing up your date not passing files to the next leader. The link below will take you to a tutorial on utilizing the function with Ezra.</p> <p>Link Message1:Click here for the back up and restore tutorial. <a 1"="" allowfullsc"="" frameborder="0" height="281" href="https://player.vimeo.com/video/152917465#t=0m0s?autoplay=" mozallowfullscreen="" webkitallowfullscreen="" width="500">https://player.vimeo.com/video/152917465#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc</p> <p>Link Message2:</p>
Kairos Outside Ezra	8.1	Installing Ezra	2.00	6.00	<p>How can I protect my data from accidental loss?</p> <p>Answer: Ezra provides both back and restore capability for the protection of your data. The back up and restore functions should only be used for backing up your date not passing files to the next leader. The link below will take you to a tutorial on utilizing the function with Ezra.</p> <p>Link Message1:Click here for the back up and restore tutorial. <a 1"="" allowfullsc"="" frameborder="0" height="281" href="https://player.vimeo.com/video/341153091#t=0m0s?autoplay=" mozallowfullscreen="" webkitallowfullscreen="" width="500">https://player.vimeo.com/video/341153091#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc</p> <p>Link Message2:</p>
Kairos Outside Ezra	6.5	Getting Started	3.00	1.00	<p>Can you please send me a Password?</p> <p>Answer: The Ezra password is uniquely created for you and your weekend based on information that you have entered into Ezra and then emailed to the Ezra tech support contact. That information you email is used to create your unique password, and that password will then be emailed back to you with step by step instructions to install it. Review page 4 of the Installation Guide for directions on getting registered.</p> <p>Link Message1:</p> <p>Link Message2:</p>

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Getting Started	3.00	1.00	Can you please send me a Password? Answer: The Ezra password is uniquely created for you and your weekend based on information that you have entered into Ezra and then emailed to the Ezra tech support contact. That information you email is used to create your unique password, and that password will then be emailed back to you with step by step instructions to install it.
Link Message1:To see how to get your password click here. <a 1"="" allowfullsc"="" frameborder="0" height="281" href="https://player.vimeo.com/video/141015765#t=0m0s?autoplay=" mozallowfullscreen="" webkitallowfullscreen="" width="500">https://player.vimeo.com/video/141015765#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc Link Message2:					

Kairos Outside Ezra	8.1	Getting Started	3.00	1.00	Can you please send me a Password? Answer: The Ezra password is uniquely created for you and your weekend based on information that you have entered into Ezra. When you click on the Register Now button, you will be automatically registered as long as you have an internet connection.
Link Message1:To see how to get your password click here. <a 1"="" allowfullsc"="" frameborder="0" height="281" href="https://player.vimeo.com/video/349246219#t=0m0s?autoplay=" mozallowfullscreen="" webkitallowfullscreen="" width="500">https://player.vimeo.com/video/349246219#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	6.5	Getting Started	3.00	2.00	<p>Ezra is not accepting my password. What do I do?</p> <p>Answer: There are three data items that you registered that cannot be changed without invalidating the Password. You cannot change your name, the name of the weekend, or the CD serial number from what you registered. So, take a moment and review your entries before you send in your registration.

</p> <p>If you have made a change to one of those three items since you sent in your registration information, then you will need to correct the info in your Ezra to go back to your registered data. Start up Ezra and when you get the Registration Reminder screen, click the Register Now button and then the Apply for a Password button and that will give you access to your registration data. Make the corrections needed to match what you emailed in as your registration data. Then, click the Print App button to update the file and get a printout of your registration data for your records. Then, exit completely out of Ezra - this is important. Then, start up Ezra and you should be OK.</p>

Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Getting Started	3.00	2.00	<p>Ezra is not accepting my password. What do I do?</p> <p>Answer: There are three data items that you registered that cannot be changed without invalidating the Password. You cannot change your name, the name of the weekend, or the CD serial number from what you registered. So, take a moment and review your entries before you send in your registration.

If you have made a change to one of those three items since you sent in your registration information, then you will need to correct the info in your Ezra to go back to your registered data. Start up Ezra and when you get the Registration Reminder screen, click the Register Now button and then the Apply for a Password button and that will give you access to your registration data. Make the corrections needed to match what you emailed in as your registration data. Then, click the Print App button to update the file and get a printout of your registration data for your records. Then, exit completely out of Ezra - this is important. Then, start up Ezra and you should be OK.</p>

Link Message1:

Link Message2:

Kairos Outside Ezra	6.5	Getting Started	3.00	3.00	<p>Why can't I name my Weekend what I want?</p> <p>Answer: The registration must be able to uniquely identify your weekend from all other weekends. That is why the setup instructions say to avoid using the word "Kairos" in the name of your weekend and that you must use the name of the prison or a commonly used abbreviation for it, or if a KO weekend, the commonly used KO community name, and then the Kairos weekend number.</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Getting Started	3.00	3.00	Why can't I name my Weekend what I want? Answer: The registration must be able to uniquely identify your weekend from all other weekends. That is why the setup instructions say to avoid using the word "Kairos" in the name of your weekend and that you must use the name of the prison or a commonly used abbreviation for it, or if a KO weekend, the commonly used KO community name, and then the Kairos weekend number.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	6.5	Getting Started	3.00	4.00	I don't know the exact date of the Weekend yet - can I change the date later? Answer: Yes you can change the starting date of your weekend at any time. You cannot, however, change the name of the weekend once you have registered without invalidating your password at that time.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	7.1	Getting Started	3.00	4.00	I don't know the exact date of the Weekend yet - can I change the date later? Answer: Yes you can change the starting date of your weekend at any time. You cannot, however, change the name of the weekend once you have registered without invalidating your password at that time.
Link Message1:					
Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	Getting Started	3.00	4.00	I don't know the exact date of the Weekend yet - can I change the date later? Answer: Yes you can change the starting date of your weekend at any time. You cannot, however, change the name or number of the weekend once you have registered without invalidating your password at that time.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	6.5	Getting Started	3.00	5.00	Why do I have to enter my name, address, etc? Answer: First, this information is used when you register your copy of the software. Second, when you print the Team Application to send out to prospective Team members when you are beginning your recruiting, your name and contact information will automatically be printed on the Application form so that they know who to contact.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	7.1	Getting Started	3.00	5.00	Why do I have to enter my name, address, etc? Answer: First, this information is used when you register your copy of the software. Second, when you print the Team Application to send out to prospective Team members when you are beginning your recruiting, your name and contact information will automatically be printed on the Application form so that they know who to contact.
Link Message1:					
Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	Getting Started	3.00	5.00	<p>Why do I have to enter my name, address, etc?</p> <p>Answer: First, this information is used when you register your copy of the software. Second, when you print the Team Application to send out to prospective Team members when you are beginning your recruiting, your name and contact information will automatically be printed on the Application form so that they know who to contact.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Outside Ezra	6.5	Getting Started	3.00	6.00	<p>Why do I have to enter my Team Meeting dates and locations now?</p> <p>Answer: When you print your Team Application form to send to prospective Team members when you are recruiting, the Team Application will include the dates and locations of Team meetings so that they can check their calendars for conflicts before committing to being part of the Kairos Team.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Outside Ezra	7.1	Getting Started	3.00	6.00	<p>Why do I have to enter my Team Meeting dates and locations now?</p> <p>Answer: When you print your Team Application form to send to prospective Team members when you are recruiting, the Team Application will include the dates and locations of Team meetings so that they can check their calendars for conflicts before committing to being part of the Kairos Team. The more information you enter as you complete the setup the easier it will be as you print team application and other information on the weekend.</p> <p>Link Message1:</p> <p>Link Message2:</p>

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	Getting Started	3.00	6.00	<p>Why do I have to enter my Team Meeting dates and locations now?</p> <p>Answer: When you print your Team Application form to send to prospective Team members when you are recruiting, the Team Application will include the dates and locations of Team meetings so that they can check their calendars for conflicts before committing to being part of the Kairos Team. The more information you enter as you complete the setup the easier it will be as you print team application and other information on the weekend.</p>

Link Message1:

Link Message2:

Kairos Outside Ezra	6.5	Getting Started	3.00	7.00	<p>How do I change Table Family names?</p> <p>Answer: Just click on the Ezra character on the main screen, then, click the button for the Men family names or the Women family names, and make the changes you desire. Ezra will make all the needed changes EXCEPT for the table names in the job assignments. When you look at the job lists, you will still see the default family names. Just click on each table family job, and click the family name selection button, and your new list of names will be shown. Just select the desired family name for each table family job.</p>
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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Getting Started	3.00	7.00	How do I change Table Family names? Answer: Just click on the Ezra character on the main screen, then, click the button for the Men family names or the Women family names, and make the changes you desire. Ezra will make all the needed changes EXCEPT for the table names in the job assignments. When you look at the job lists, you will still see the default family names. Just click on each table family job, and click the family name selection button, and your new list of names will be shown. Just select the desired family name for each table family job. In addition you can change the names in Section 7, Participants and Hosts under the Assign Participants to a Table section.

Link Message1:

Link Message2:

Kairos Outside Ezra	8.1	Getting Started	3.00	7.00	How do I change Table Family names? Answer: Just click on the "Change Table Names" button on the main screen, then, click the button for the Men family names or the Women family names, and make the changes you desire. Ezra will make all the needed changes EXCEPT for the table names in the job assignments. When you look at the job lists, you will still see the default family names. Just click on each table family job, and click the family name selection button, and your new list of names will be shown. Just select the desired family name for each table family job. In addition you can change the names in Section 7, Guests under the Assign Guests to a Table section.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	6.5	1 - Kairos Overview	3.10	2.00	I can't seem to play the videos. Answer: These videos are key ones that you probably saw at your AKT training, and are here for your "refreshment" and even to arrange to show to your team. If you cannot show the videos, it probably is because you are running Windows Vista or Windows 7. In that case, you will need to refer to the Insert sheet in your Installation Guide about the Media Player and follow its instructions to install the needed media player software.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	7.1	1 - Kairos Overview	3.10	2.00	I can't seem to play the videos. Answer: These videos are key ones that you probably saw at your AKT training, and are here for your "refreshment" and even to arrange to show to your team. If you cannot show the videos, it probably is because you are running Windows Vista or Windows 7. In that case, you will need to refer to the Insert sheet in your Installation Guide about the Media Player and follow its instructions to install the needed media player software.
Link Message1:					
Link Message2:					
Kairos Outside Ezra	8.1	1 - Kairos Overview	3.10	2.00	I can't seem to play the videos. Answer: These videos are key ones that you probably saw at your AKT training, and are here for your "refreshment" and even to arrange to show to your team. If you cannot show the videos, it probably is because you do not have an internet connection since the videos are on the web. You can also go to www.kairosezra.com and play the videos there.
Link Message1:					
Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	6.5	1 - Kairos Overview	3.10	3.00	<p>How can I play the videos at the team meeting?</p> <p>Answer: You'll need a video projector that you will hook up a computer to and play the video from the computer. Or, if your computer has what is called an S-Video connector, and a large screen TV has an S-video connector, you can get an S-video cable from Radio Shack and select a TV channel for external input and play it that way.</p> <p>The videos are stored in Ezra at C:\Tutorial\Content\KairosOutside and are in a .wmv format, so you could copy the file to a flash drive to play on another computer than your own - but you will still need a projector or s-video connected TV.</p>

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	1 - Kairos Overview	3.10	3.00	<p>How can I play the videos at the team meeting?</p> <p>Answer: You'll need a video projector that you will hook up a computer to and play the video from the computer. Or, if your computer has what is called an S-Video connector, and a large screen TV has an S-video connector, you can get an S-video cable from Radio Shack and select a TV channel for external input and play it that way.</p> <p>The videos are stored in Ezra at C:\Tutorial\Content\KairosOutside and are in a .wmv format, so you could copy the file to a flash drive to play on another computer than your own - but you will still need a projector or s-video connected TV.</p>
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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	1 - Kairos Overview	3.10	3.00	<p>How can I play the videos at the team meeting?</p> <p>Answer: The videos you are to play at team meetings are playable on your Ezra computer (if you have an internet connection). Just connect your computer to a projector or large screen TV. If you don't have an internet connection at the location of the team meeting, you can go to www.kairosezra.com prior to the meeting and download the videos to be played at meetings to your computer and you can then play the videos without an internet connection.</p>

Link Message1:

Link Message2:

Kairos Outside Ezra	6.5	3 - Preparation Timeline	3.30	1.00	<p>Why doesn't the Timeline reflect my meeting dates?</p> <p>Answer: Ezra's default timeline doesn't have knowledge of your specific Team Meetings - unless you tell Ezra about them! Once Ezra knows of your Team Meeting schedule, it can create a Preparation Timeline that is specific to the timing of your schedule.</p> <p>If you filled in your meeting dates when you went through the initial startup of Ezra, then the checklist should have your dates incorporated. If not, then click the button to build an updated checklist time line, and you'll be able to enter or change your meeting dates and then click the button to rebuild your timeline.</p>
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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	3 - Preparation Timeline	3.30	1.00	Why doesn't the Timeline reflect my meeting dates? Answer: Ezra's default timeline doesn't have knowledge of your specific Team Meetings - unless you tell Ezra about them! Once Ezra knows of your Team Meeting schedule, it an create a Preparation Timeline that is specific to the timing of your schedule.

If you filled in your meeting dates when you went through the initial startup of Ezra, then the checklist should have your dates incorporated. If not, then in Section 6, Team Meeting Preparations, Agenda Central, click the button to Update Meeting Dates and you'll be able to enter or change your meeting dates and then click the "OK" button to rebuild your timeline.

Link Message1:

Link Message2:

Kairos Outside Ezra	8.1	3 - Preparation Timeline	3.30	1.00	Why doesn't the Timeline reflect my meeting dates? Answer: Ezra's default timeline doesn't have knowledge of your specific Team Meetings - unless you tell Ezra about them! Once Ezra knows of your Team Meeting schedule, it an create a Preparation Timeline that is specific to the timing of your schedule.
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If you filled in your meeting dates when you went through the initial startup of Ezra, then the checklist should have your dates incorporated. If not, then in Section 3 - Weekend Preparation Timeline, click the button called Build Updated Checklist Timeline. Then, click the button to Check/Update Team Meeting Dates and you can enter or correct the dates. When that is done, then click the button to Build a New Checklist Based on your Team Meeting Dates.

Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	6.5	3 - Preparation Timeline	3.30	2.00	Can I change the timeline? Answer: Yes! You can add additional steps to the Timeline, and you can remove items from the Timeline.

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	3 - Preparation Timeline	3.30	2.00	Can I change the timeline? Answer: Yes! You can add additional steps to the Timeline, and you can remove items from the Timeline.
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Link Message1: To view the tutorial on Weekend Preparation Timeline, click here.

[https://player.vimeo.com/video/137175303#t=0m0s?autoplay=1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/137175303#t=0m0s?autoplay=1)

Link Message2:

Kairos Outside Ezra	8.1	3 - Preparation Timeline	3.30	2.00	Can I change the timeline? Answer: Yes! You can add additional steps to the Timeline, and you can remove items from the Timeline.
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Link Message1: To view the tutorial on Weekend Preparation Timeline, click here.

[https://player.vimeo.com/video/341190065#t=0m0s?autoplay=1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/341190065#t=0m0s?autoplay=1)

Link Message2:

Kairos Outside Ezra	6.5	4 - Team Recruiting	4.00	1.00	When I go to section 4, the list of Prospective team members only has a few "d" Answer: This indicates that you have not done the "Load Files from Previous Leader" (big blue button). You should plug in the USB Flash Drive you got from the previous leader and do the "Load Files from Previous Leader."
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	4 - Team Recruiting	4.00	1.00	When I go to section 4, the list of Prospective team members only has a few "d Answer: This indicates that you have not done the "Load Files from Previous Leader" (big blue button). You should plug in the USB Flash Drive you got from the previous leader and do the "Load Files from Previous Leader."

Link Message1:Click here to view tutorial on Loading Files from Previous Leader.

[https://player.vimeo.com/video/144896099#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/144896099#t=0m0s?autoplay=)

Link Message2:

Kairos Outside Ezra	8.1	4 - Team Recruiting	4.00	1.00	When I go to section 4, the list of Prospective team members only has a few "d Answer: This indicates that you have not done the "Load Files from Previous Leader" (big blue button). You should plug in the USB Flash Drive you got from the previous leader and do the "Load Files from Previous Leader."
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Link Message1:Click here to view tutorial on Loading Files from Previous Leader.

[https://player.vimeo.com/video/347400889#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/347400889#t=0m0s?autoplay=)

Link Message2:

Kairos Outside Ezra	6.5	4 - Team Recruiting	4.00	2.00	Can I add names to the list of Prospective team members? Answer: Yes, just click the Add Prospect button and you will get the screen to enter the new info.
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Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	4 - Team Recruiting	4.00	2.00	Can I add names to the list of Prospective team members? Answer: Yes, just click the Add Prospect button and you will get the screen to enter the new info.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	4 - Team Recruiting	4.00	2.00	Can I add names to the list of Prospective team members? Answer: Yes, just click the Add Prospect button and you will get the screen to enter the new info.

Link Message1:

Link Message2:

Kairos Outside Ezra	6.5	4 - Team Recruiting	4.00	3.00	I entered a new person to the list, but they don't show up on my team list? Answer: That's because you did not check the "Selected for Team" checkbox in their record in the Team Recruiting section. Go back there, highlight their name on the list of Prospective team members, and click the Change button and check the Selected check box and click OK. Now they will appear on your selected Team list.
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Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	4 - Team Recruiting	4.00	3.00	I entered a new person to the list, but they don't show up on my team list? Answer: That's because you did not check the "Selected for Team" checkbox in their record in the Team Recruiting section. Go back there, highlight their name on the list of Prospective team members, and click the Change button and check the Selected check box and click OK. Now they will appear on your selected Team list.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	4 - Team Recruiting	4.00	3.00	I entered a new person to the list, but they don't show up on my team list? Answer: That's because you did not check the "Selected for Team" checkbox in their record in the Team Recruiting section. Go back there, highlight their name on the list of Prospective team members, and click the Change button and check the Selected check box and click OK. Now they will appear on your selected Team list.
Link Message1:					
Link Message2:					

Kairos Outside Ezra	7.1	4 - Team Recruiting	4.00	4.00	There are people on the Prospective list that show they were on a certain team Answer: If you look at their team history, you will probably see that they do not have an assigned job or talk. That is because Ezra keeps track in the history of when they were contacted by a previous leader and if they said no to the invitation, then they will show on the list but have no assignments. This is so that you can see if a person is contacted all the time but never joins a team (and thus gets a job), then you may choose not to "waste" your time trying to recruit them.
Link Message1:					
Link Message2:					

Kairos Outside Ezra	7.1	4 - Team Recruiting	4.00	5.00	Why does the "traffic light" show red for a particular person? Answer: Ezra is applying the ministry policy of "3 on/1 off" meaning in KO you should not work more than three consecutive teams without taking a Kairos off. If the team history shows three or more consecutive teams, then the red light comes on for that person to inform you that if you recruit that person, you are "out of the riverbanks" with regard to the policy. Ezra only informs you of the status, it does not prevent you from whatever action you take.
Link Message1:					
Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	4 - Team Recruiting	4.00	5.00	<p>Why does the "traffic light" show red for a particular person?</p> <p>Answer: Ezra is applying the ministry policy of "3 on/1 off" meaning in KO you should not work more than three consecutive teams without taking a Kairos off. If the team history shows three or more consecutive teams, then the red light comes on for that person to inform you that if you recruit that person, you are "out of the riverbanks" with regard to the policy. Ezra only informs you of the status, it does not prevent you from whatever action you take.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Outside Ezra	6.5	4 - Team Recruiting	4.00	6.00	<p>Do I have to pay attention to the "Wisdom of Kairos" buttons?</p> <p>Answer: The Wisdom of Kairos buttons are there to help you work within the Kairos Riverbanks and benefit from the wisdom borne of thousands of weekend experiences by those who have gone on before you. It is like a child sitting at the knee of a wise grandfather - it is up to the child whether to follow the grandfather's advice.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Outside Ezra	7.1	4 - Team Recruiting	4.00	6.00	<p>Do I have to pay attention to the "Wisdom of Kairos" buttons?</p> <p>Answer: The Wisdom of Kairos buttons are there to help you work within the Kairos Riverbanks and benefit from the wisdom borne of thousands of weekend experiences by those who have gone on before you. It is like a child sitting at the knee of a wise grandfather - it is up to the child whether to follow the grandfather's advice.</p> <p>Link Message1:</p> <p>Link Message2:</p>

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	4 - Team Recruiting	4.00	6.00	Do I have to pay attention to the "Wisdom of Kairos" buttons? Answer: The Wisdom of Kairos buttons are there to help you work within the Kairos Riverbanks and benefit from the wisdom borne of thousands of weekend experiences by those who have gone on before you. It is like a child sitting at the knee of a wise grandfather - it is up to the child whether to follow the grandfather's advice.

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	5 - Team Assignments	5.00	1.00	Why don't I see my team in the Team Info List? Answer: Ezra makes use of a "team recruiting" database that contains the names and other information for all persons that you might consider for the Team. However, you must "SELECT" them to be considered part of the Team. You will see all persons in the database when you are in the Recruiting Section of Ezra. However, when you move to the Team Assignments and later sections of Ezra, you will only see those persons that you have "SELECTED" for the Team. If you don't see someone on the Team listing that you believe should be on the Team, it is because you have not clicked the "Selected for the Team" checkbox. Go back to the Recruiting listing and you will find them there. You can then click their "Selected" checkbox, and they will then be on your Team.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	5 - Team Assignments	5.00	1.00	<p>Why don't I see my team in the Team Info List?</p> <p>Answer: Ezra makes use of a "team recruiting" database that contains the names and other information for all persons that you might consider for the Team. However, you must "SELECT" them to be considered part of the Team. You will see all persons in the database when you are in the Recruiting Section of Ezra. However, when you move to the Team Assignments and later sections of Ezra, you will only see those persons that you have "SELECTED" for the Team.</p> <p>If you don't see someone on the Team listing that you believe should be on the Team, it is because you have not clicked the "Selected for the Team" checkbox. Go back to the Recruiting listing and you will find them there. You can then click their "Selected" checkbox, and they will then be on your Team.</p>

Link Message1:

Link Message2:

Kairos Outside Ezra	6.5	5 - Team Assignments	5.00	2.00	<p>The list of jobs uses job names that we don't use. Can I change them?</p> <p>Answer: The job names that Ezra uses are the ministry standard names. Ezra makes use of these "standard" job names to link important files together (like when printing the weekend schedule assignments). So, no, you should not change these names.</p> <p>However, Ezra does give you the ability to use a "Local Community Name" as a substitute for the standard job names. You, as leader, will not see this "local community job name" on your various listings, but when you print documents that has the job name, Ezra will substitute the "standard" job name with the "local community" job name.</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
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Kairos Outside Ezra	7.1	5 - Team Assignments	5.00	2.00	The list of jobs uses job names that we don't use. Can I change them? Answer: The job names that Ezra uses are the ministry standard names. Ezra makes use of these "standard" job names to link important files together (like when printing the weekend schedule assignments). So, no, you should not change these names.
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However, Ezra does give you the ability to use a "Local Community Name" as a substitute for the standard job names. You, as leader, will not see this "local community job name" on your various listings, but when you print documents that has the job name, Ezra will substitute the "standard" job name with the "local community" job name.

Link Message1:

Link Message2:

Kairos Outside Ezra	8.1	5 - Team Assignments	5.00	2.00	The list of jobs uses job names that we don't use. Can I change them? Answer: The job names that Ezra uses are the ministry standard names. Ezra makes use of these "standard" job names to link important files together (like when printing the weekend schedule assignments). So, no, you should not change these names.
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However, Ezra does give you the ability to use a "Local Community Name" as a substitute for the standard job names. You, as leader, will not see this "local community job name" on your various listings, but when you print documents that has the job name, Ezra will substitute the "standard" job name with the "local community" job name.

Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	6.5	5 - Team Assignments	5.00	3.00	<p>How do I add the "Local Community" job name?</p> <p>Answer: On the screen that lists your team jobs to be assigned, there is a small button in the upper section called "Listing of Standard Jobs." Click that and you will get a list of the ministry "standard" job names. Highlight the one you are interested in, and click the Change button. On that screen, you can enter the "Local Community" job name, then click OK to update the file.</p> <p>Now, whenever you print a job related document, that "local community" job name will be used.</p>

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	5 - Team Assignments	5.00	3.00	<p>How do I add the "Local Community" job name?</p> <p>Answer: On the screen that lists your team jobs to be assigned, there is a small button in the upper section called "Listing of Standard Jobs." Click that and you will get a list of the ministry "standard" job names. Highlight the one you are interested in, and click the Change button. On that screen, you can enter the "Local Community" job name, then click OK to update the file.</p> <p>Now, whenever you print a job related document, that "local community" job name will be used.</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	5 - Team Assignments	5.00	3.00	<p>How do I add the "Local Community" job name?</p> <p>Answer: On the screen that lists your team jobs to be assigned, there is a small button in the upper section called "Listing of Standard Jobs." Click that and you will get a list of the ministry "standard" job names. Highlight the one you are interested in, and click the Change button. On that screen, you can enter the "Local Community" job name, then click OK to update the file.</p> <p>Now, whenever you print a job related document, that "local community" job name will be used.</p>

Link Message1:

Link Message2:

Kairos Outside Ezra	6.5	5 - Team Assignments	5.00	4.00	<p>Can I add additional jobs to the team job assignment list?</p> <p>Answer: Yes. Just click the Add Job to Team button and select the desired "standard" job and click OK to add it to the list.</p> <p>If the Job is one that is "table family" related, then you would also select the appropriate Table Family name before clicking OK.</p>
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Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	5 - Team Assignments	5.00	4.00	<p>Can I add additional jobs to the team job assignment list?</p> <p>Answer: Yes. Just click the Add Job to Team button and select the desired "standard" job and click OK to add it to the list.</p> <p>If the Job is one that is "table family" related, then you would also select the appropriate Table Family name before clicking OK.</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	5 - Team Assignments	5.00	4.00	Can I add additional jobs to the team job assignment list? Answer: Yes. Just click the Add Job to Team button and select the desired "standard" job and click OK to add it to the list.

If the Job is one that is "table family" related, then you would also select the appropriate Table Family name before clicking OK.

Link Message1:

Link Message2:

Kairos Outside Ezra	6.5	5 - Team Assignments	5.00	5.00	The Table Family names in the job list that came with Ezra are wrong. How do Answer: Ezra keeps a master list of "male" and "female" table family names. You would change the master list for the appropriate gender, then you tell Ezra to begin using that revised list.
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On Ezra's Main Screen, click the little Ezra guy, then click the button to Verify Table Names (men) or (women) as appropriate. That gives you a list of the "master" table names. Make any changes or additions or deletions that you need to make. Once done, click the button called "Update Ezra's Working List with these Names."

Now, whenever you need to select a table family name from a drop down list in Ezra, it will use the new list.

You will have to go to places where table names are already assigned (like the list of jobs) and make the new table name selections there, if needed.

Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	5 - Team Assignments	5.00	5.00	<p>The Table Family names in the job list that came with Ezra are wrong. How do</p> <p>Answer: Ezra keeps a master list of "male" and "female" table family names. You would change the master list for the appropriate gender, then you tell Ezra to begin using that revised list.</p> <p>On Ezra's Main Screen, click the little Ezra guy, then click the button to Verify Table Names (men) or (women) as appropriate. That gives you a list of the "master" table names. Make any changes or additions or deletions that you need to make. Once done, click the button called "Update Ezra's Working List with these Names."</p> <p>Now, whenever you need to select a table family name from a drop down list in Ezra, it will use the new list.</p> <p>You will have to go to places where table names are already assigned (like the list of jobs) and make the new table name selections there, if needed.</p>

Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	5 - Team Assignments	5.00	5.00	<p>The Table Family names in the job list that came with Ezra are wrong. How do</p> <p>Answer: Ezra keeps a master list of "male" and "female" table family names. You would change the master list for the appropriate gender, then you tell Ezra to begin using that revised list.</p> <p>On Ezra's Main Screen, click the Change Table Names button, then click the button to Verify Table Names (men) or (women) as appropriate. That gives you a list of the "master" table names. Make any changes or additions or deletions that you need to make. Once done, click the button called "Update Ezra's Working List with these Names."</p> <p>Now, whenever you need to select a table family name from a drop down list in Ezra, it will use the new list.</p> <p>You will have to go to places where table names are already assigned (like the list of jobs) and make the new table name selections there, if needed.</p>

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	6 - Team Meetings	6.00	1.00	<p>How many meetings should I have?</p> <p>Answer: In the spirit of the Kairos Riverbanks, you have quite a bit of flexibility in deciding on how many meetings you will need to have. However, where you are asked to be obedient to the Kairos Method is that you must spend 36 hours of Team Formation time. If you choose to have fewer rather than more meetings, then the time for each meeting will have to be longer in order to get the 36 hours in.</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	6 - Team Meetings	6.00	1.00	How many meetings should I have? Answer: In the spirit of the Kairos Riverbanks, you have quite a bit of flexibility in deciding on how many meetings you will need to have. However, where you are asked to be obedient to the Kairos Method is that you must spend 36 hours of Team Formation time. If you choose to have fewer rather than more meetings, then the time for each meeting will have to be longer in order to get the 36 hours in.

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	6 - Team Meetings	6.00	5.00	What do I need to bring to a Team Meeting? Answer: The easy answer is EVERYTHING! Part of the Ezra methodology is that every handout will be provided (by you) rather than asking people to turn to a certain page in their Kairos Program Manual. Yes, you do want to encourage your Team to have, and read the Program Manual, but you, as leader, are responsible for making sure your team is prepared, and Ezra gives you the tools to make sure YOU are prepared to guide your team by providing the needed handouts and instructions when you need them. Yes, you will have to use paper and printer ink, but the benefit to Team training is so much greater when you know that everything that is needed is provided to every Team member. Also, by design, there are many items that are only available through Ezra, so you are the only source of many items.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	6 - Team Meetings	6.00	5.00	<p>What do I need to bring to a Team Meeting?</p> <p>Answer: The easy answer is EVERYTHING! Part of the Ezra methodology is that every handout will be provided (by you) rather than asking people to turn to a certain page in their Kairos Program Manual. Yes, you do want to encourage your Team to have, and read the Program Manual, but you, as leader, are responsible for making sure your team is prepared, and Ezra gives you the tools to make sure YOU are prepared to guide your team by providing the needed handouts and instructions when you need them.</p> <p>Yes, you will have to use paper and printer ink, but the benefit to Team training is so much greater when you know that everything that is needed is provided to every Team member. Also, by design, there are many items that are only available through Ezra, so you are the only source of many items.</p>

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	6 - Team Meetings	6.00	6.00	<p>Where do I find the things I need for a Team Meeting?</p> <p>Answer: There are two very valuable areas in Section 6 - Team Meeting Preparations. Click the button for Team Meeting Tools and that will give you access to the two key areas.</p> <p>The first area takes you to your Team Meeting Agendas where you work on your individual agendas.</p> <p>The second will take you to the Team Meeting Handouts, Instruction Sheets, & Examples where you can find everything you will need for a team meeting.</p>
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Link Message1: Click here to get more information on team meeting materials.

<http://player.vimeo.com/video/152785026#t=0m0s?autoplay=1>

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	6 - Team Meetings	6.00	6.00	<p>Where do I find the things I need for a Team Meeting?</p> <p>Answer: There are two very valuable areas in Section 6 - Team Meeting Preparations. Click the button for Team Meeting Tools and that will give you access to the two key areas.</p> <p>The first area takes you to your Team Meeting Agendas where you work on your individual agendas.</p> <p>The second will take you to the Team Meeting Handouts, Instruction Sheets, & Examples where you can find everything you will need for a team meeting.</p>

Link Message1: Click here to get more information on team meeting materials.

<http://player.vimeo.com/video/341248127#t=0m0s?autoplay=1> width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscree

Link Message2:

Kairos Outside Ezra	6.5	8 - Weekend Schedule	8.00	1.00	<p>Do I have to "select" a Schedule?</p> <p>Answer: Normally, you don't. In most cases, you will have "loaded" the files being passed to you by the previous leader. In that case, you will have already, in effect, "selected" your schedule by loading it from the previous leader.</p> <p>In some unusual situations, you may decide that you want to use a "standard" schedule rather than the passed on schedule. Then, you could "select" a standard "national" schedule from the list.</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	8 - Weekend Schedule	8.00	1.00	<p>Do I have to "select" a Schedule?</p> <p>Answer: Normally, you don't. In most cases, you will have "loaded" the files being passed to you by the previous leader. In that case, you will have already, in effect, "selected" your schedule by loading it from the previous leader.</p> <p>In some unusual situations, you may decide that you want to use a "standard" schedule rather than the passed on schedule. Then, you could "select" a standard "national" schedule from the list.</p>

Link Message1:

Link Message2:

Kairos Outside Ezra	8.1	8 - Weekend Schedule	8.00	1.00	<p>Do I have to "select" a Schedule?</p> <p>Answer: Normally, you don't. In most cases, you will have "loaded" the files being passed to you by the previous leader. In that case, you will have already, in effect, "selected" your schedule by loading it from the previous leader.</p> <p>In some unusual situations, you may decide that you want to use a "standard" schedule rather than the passed on schedule. Then, you could "select" a standard "national" schedule from the list.</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	6.5	8 - Weekend Schedule	8.00	2.00	Can I make modifications to the schedule? Answer: Yes, you can change the time of scheduled events and you can add items to the Schedule. You can also make changes to descriptions and comments that you may find to be helpful to the assistant Leaders during the Weekend. Caution is advised, however, because Ezra's schedules are quite complex and there are many, many pieces of data that Ezra makes use of in the Schedule, and if you make changes to these items, you may cause something to disappear that you didn't want to disappear.

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	8 - Weekend Schedule	8.00	2.00	Can I make modifications to the schedule? Answer: Yes, you can change the time of scheduled events and you can add items to the Schedule. You can also make changes to descriptions and comments that you may find to be helpful to the assistant Leaders during the Weekend. Caution is advised, however, because Ezra's schedules are quite complex and there are many, many pieces of data that Ezra makes use of in the Schedule, and if you make changes to these items, you may cause something to disappear that you didn't want to disappear (such as a Chapel Meditation).
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Link Message1: To view a tutorial on the Weekend Schedule, click here.

[https://player.vimeo.com/video/138041029#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullsc](https://player.vimeo.com/video/138041029#t=0m0s?autoplay=)

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	8 - Weekend Schedule	8.00	2.00	Can I make modifications to the schedule? Answer: Yes, you can change the time of scheduled events and you can add items to the Schedule. You can also make changes to descriptions and comments that you may find to be helpful to the assistant Leaders during the Weekend. Caution is advised, however, because Ezra's schedules are quite complex and there are many, many pieces of data that Ezra makes use of in the Schedule, and if you make changes to these items, you may cause something to disappear that you didn't want to disappear (such as a Chapel Meditation).

Link Message1: To view a tutorial on the Weekend Schedule, click here.

[https://player.vimeo.com/video/341251167#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen](https://player.vimeo.com/video/341251167#t=0m0s?autoplay=)

Link Message2:

Kairos Outside Ezra	6.5	8 - Weekend Schedule	8.00	5.00	Do I have to include the Leader speeches in all copies of the master schedule Answer: No. In fact, you probably only need to include the leader speeches in your copy and the Observing Leader 1 a copy. Other people don't need that detail, and it shortens the printout considerably.
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Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	8 - Weekend Schedule	8.00	5.00	Do I have to include the Leader speeches in all copies of the master schedule Answer: No. In fact, you probably only need to include the leader speeches in your copy and the Observing Leader 1 a copy. Other people don't need that detail, and it shortens the printout considerably.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	8 - Weekend Schedule	8.00	5.00	Do I have to include the Leader speeches in all copies of the master schedule Answer: No. In fact, you probably only need to include the leader speeches in your copy and the Observing Leader 1 a copy. Other people don't need that detail, and it shortens the printout considerably.

Link Message1:

Link Message2:

Kairos Outside Ezra	6.5	8 - Weekend Schedule	8.00	6.00	Can I make changes to my leader speeches? Answer: Yes. Some people do this to inject local procedural issues. To make a change to your leader speech, scroll down the list of the weekend schedule to the specific speech you want to change and click the Change button. Just below the Activity Title field is a button that will open the speech in a word processor and you can make your changes. When complete, you must simply SAVE the document (do not change the name), and exit from the word processor.
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Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	8 - Weekend Schedule	8.00	6.00	Can I make changes to my leader speeches? Answer: Yes. Some people do this to inject local procedural issues. To make a change to your leader speech, scroll down the list of the weekend schedule to the specific speech you want to change and click the Change button. Just below the Activity Title field is a button that will open the speech in a word processor and you can make your changes. When complete, you must simply SAVE the document (do not change the name), and exit from the word processor.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	8.1	8 - Weekend Schedule	8.00	6.00	Can I make changes to my leader speeches? Answer: Yes. Some people do this to inject local procedural issues. To make a change to your leader speech, scroll down the list of the weekend schedule to the specific speech you want to change and click the Change button. Just below the Activity Title field is a button that will open the speech in a word processor and you can make your changes. When complete, you must simply SAVE the document (do not change the name), and exit from the word processor.

Link Message1:

Link Message2:

Kairos Outside Ezra	7.1	Finishing Up	10.00	1.00	As OL1 how do I export the data I have to the Weekend Leader? Answer: On the main screen of Ezra near the bottom you will find a button labeled "Transfer Guest Info". When you click on that button Ezra will guide you through the process.
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Link Message1:Click here for tutorial on transferring data to the Weekend Leader.

[http://player.vimeo.com/video/146904594#t=16m03s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfulls](http://player.vimeo.com/video/146904594#t=16m03s?autoplay=)

Link Message2:

Kairos Outside Ezra	8.1	Finishing Up	10.00	1.00	As OL1 how do I export the data I have to the Weekend Leader? Answer: On the main screen of Ezra near the bottom you will find a button labeled "Transfer Guest Info". When you click on that button Ezra will guide you through the process.
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Link Message1:Click here for tutorial on transferring data to the Weekend Leader.

[http://player.vimeo.com/video/146904594#t=16m03s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfulls](http://player.vimeo.com/video/146904594#t=16m03s?autoplay=)

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Final Steps	11.00	1.00	<p>What is involved in the Final Steps button in Ezra?</p> <p>Answer: Before you are complete as the Weekend Leader, you have some really important things to do. You do not have to do them the minute the weekend is over but before you pass on your responsibility to the next Leader, you will want to get them done.</p> <p>The first task is very easy, listen to a special message from the Executive Director for you. Second, you need to create your weekend leader's report. Third you need create the "pass on" files for the next leader on a USB drive. Lastly, you need to upload your completed Ezra data to the Kairos Data Server.</p> <p>All of these steps are easily accomplished with Ezra.</p>

Link Message1:To see detailed instructions about your final steps click here.

[http://player.vimeo.com/video/144754932#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscr](http://player.vimeo.com/video/144754932#t=0m0s?autoplay=)

Link Message2:

Kairos Outside Ezra	8.1	Final Steps	11.00	1.00	<p>What is involved in the Finishing the Weekend button in Ezra?</p> <p>Answer: Before you are complete as the Weekend Leader, you have some really important things to do. You do not have to do them the minute the weekend is over but before you pass on your responsibility to the next Leader, you will want to get them done. Click the Finishing the Weekend button and it will guide you through the steps. You can exit at any time and when you come back, the system will pick up in the process where you left off.</p> <p>Note that you must have an internet connection in order to finish up properly.</p>
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Link Message1:To see detailed instructions about your final steps click here.

[http://player.vimeo.com/video/349203497#t=0m0s?autoplay="1" width="500" height="281" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscr](http://player.vimeo.com/video/349203497#t=0m0s?autoplay=)

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Outside Ezra	7.1	Program Updates	12.00	6.00	<p>Ezra Won't Start - If your Ezra is less than revision 7.3.16 AND you are using the</p> <p>Answer: Locate the Walk.BAD file in the C:\Freespirit folder and rename it to Walk.DAT. You will get a warning that this might damage the file, but it is OK to do it. Then locate the Walk.BAM file and rename it to Walk.MEM. Then, start up Ezra and you will likely get a message that the key files need to be rebuilt, and you should just click the OK button and Ezra will start up OK.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Outside Ezra	7.1	Program Update	12.00	7.00	<p>When trying to import the guest data from the OL1, the Weekend Leader gets a</p> <p>Answer: This might occur on some computers prior to Ezra revision 7.3.25. If you encounter this, note that when you select the removable drive from the list of drives that it has a : after the drive letter (ie E:). You can delete that : character and then start the loading of the guest data.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Outside Ezra	7.1	Program Updates	12.00	8.00	<p>MANDATORY SECURITY UPDATE for all revisions of Ezra up to and including</p> <p>Answer: In order for all versions of Ezra up to and including 7.4.20 to upload the Ezra passed on data to the KairosMessenger database, YOU MUST PERFORM THIS UPDATE PRIOR TO performing the Copy Files for Next Leader to pass on your Ezra data to the next leader.</p> <p>Link Message1: Download Upgrade Instructions www.MISSIONeering.org/EzraFiles/Ezra7SecurityUpdateProgramInstructions.pdf</p> <p>Link Message2: Download Ezra7 Security Upgrade Program www.MISSIONeering.org/EzraFiles/Ezra7SecurityUpdate.exe</p>

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	8.1	Cancelled/Rescheduled We	1.00	1.00	What do I do if the Weekend gets cancelled or rescheduled? Answer: As long as the weekend leader is the same person, the link below gives the steps to update Ezra for the rescheduled date. If the weekend leader is going to be a different person, then contact Ezra Tech Support.
Link Message1:Rescheduled/Cancelled Weekend http://www.missioneering.org/EzraFiles/SuperEasySteps_RescheduledWeekend.pdf Link Message2:					
Kairos Torch Ezra	8.1	What's New in Ezra 8	1.05	1.00	Ezra Version 8 is released as of August 1, 2019. What's New in the Ezra 8 Ve Answer: There are many new features and improvements. For the details, you'll want to review the Tutorial videos. But, for an overview, click the link below.
Link Message1:What's New in Ezra 8 (Overview) http://www.missioneering.org/EzraFiles/EzraVersion8WhatsNew.pdf Link Message2:					
Kairos Torch Ezra	7.1	Setting Up Your Kairos Torc	1.20	2.00	Why do I have to register Ezra? Answer: Ezra is a sophisticated piece of software with thousands of hours of development hours and licensed software components and images and music. Ezra's licensing covenants require that each copy of Ezra be registered, and that each copy only be used for one Kairos. You can operate Ezra in an unregistered condition, but some critical functions are not available until you do register the software - as an incentive to take the time to complete the registration.
Link Message1: Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	8.1	Setting Up Your Kairos Torc	1.20	2.00	Why do I have to register Ezra? Answer: Ezra is a sophisticated piece of software with thousands of hours of development hours and licensed software components and images and music. Ezra's licensing covenants require that each copy of Ezra be registered, and that each copy only be used for one Kairos. You can operate Ezra in an unregistered condition, but some critical functions are not available until you do register the software - as an incentive to take the time to complete the registration.

Link Message1:

Link Message2:

Kairos Torch Ezra	7.1	Setting Up Your Kairos Torc	1.20	4.00	Why do I select a State Chapter? Answer: Every Kairos operates under the authority that is delegated to the State Chapter. Each State Chapter has signed a covenant that it will operate the Kairos program within the Kairos methods authorized by the International Board of Directors. By identifying the State Chapter which has delegated its authority through the Advisory Council to you, the Kairos Weekend Leader, you are reminded that you are part of a larger covenant in the ministry of Kairos.
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Link Message1:

Link Message2:

Kairos Torch Ezra	8.1	Setting Up Your Kairos Torc	1.20	4.00	Why do I select a State Chapter? Answer: Every Kairos operates under the authority that is delegated to the State Chapter. Each State Chapter has signed a covenant that it will operate the Kairos program within the Kairos methods authorized by the International Board of Directors. By identifying the State Chapter which has delegated its authority through the Advisory Council to you, the Kairos Weekend Leader, you are reminded that you are part of a larger covenant in the ministry of Kairos.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	Setting Up Your Kairos Torc	1.20	5.00	<p>I don't see my Institution listed on the Schedule List.</p> <p>Answer: Ezra provides a mechanism for an Advisory Council to request that their "standard" schedule for their Institution be approved for inclusion in Ezra. Once their schedule has been approved by the International office, it will be included in Ezra and future Kairos Leaders from your Institution will be able to select their Institution's "standard" schedule from this list.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Torch Ezra	8.1	Setting Up Your Kairos Torc	1.20	5.00	<p>I don't see my Institution listed on the Schedule List.</p> <p>Answer: Ezra provides a mechanism for an Advisory Council to request that their "standard" schedule for their Institution be approved for inclusion in Ezra. Once their schedule has been approved by the International office, it will be included in Ezra and future Kairos Leaders from your Institution will be able to select their Institution's "standard" schedule from this list.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Torch Ezra	7.1	Setting Up Your Kairos Torc	1.20	7.00	<p>Why do I have to enter my name, address, etc.</p> <p>Answer: First, this information is used when you register your copy of the software. Second, when you print the Team Application to send out to prospective Team members when you are beginning your recruiting, your name and contact information will automatically be printed on the Application form so that they know who to contact.</p> <p>Link Message1:</p> <p>Link Message2:</p>

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	8.1	Setting Up Your Kairos Torc	1.20	7.00	Why do I have to enter my name, address, etc. Answer: First, this information is used when you register your copy of the software. Second, when you print the Team Application to send out to prospective Team members when you are beginning your recruiting, your name and contact information will automatically be printed on the Application form so that they know who to contact.

Link Message1:

Link Message2:

Kairos Torch Ezra	7.1	Setting Up Your Kairos Torc	1.20	8.00	Why do I enter my Team meeting Dates and Locations here? Answer: When you print your Team Application form to send to prospective Team members when you are recruiting, the Team Application will include the dates and locations of Team meetings so that they can check their calendars for conflicts before committing to being part of the Kairos Team.
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Link Message1:

Link Message2:

Kairos Torch Ezra	8.1	Setting Up Your Kairos Torc	1.20	8.00	Why do I enter my Team meeting Dates and Locations here? Answer: When you print your Team Application form to send to prospective Team members when you are recruiting, the Team Application will include the dates and locations of Team meetings so that they can check their calendars for conflicts before committing to being part of the Kairos Team.
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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	Setting Up Your Kairos Torc	1.20	10.00	How do I indicate an Overnight date? Answer: If you are using five meetings with an overnight, just tell Ezra which meeting the overnight will proceed.
Link Message1:					
Link Message2:					
Kairos Torch Ezra	8.1	Setting Up Your Kairos Torc	1.20	10.00	How do I indicate an Overnight date? Answer: If you are using five meetings with an overnight, just tell Ezra which meeting the overnight will proceed.
Link Message1:					
Link Message2:					
Kairos Torch Ezra	7.1	Setting Up Your Kairos Torc	1.20	12.00	How do I change the Table Family Names? Answer: Once the participants have chosen their table family names, Section 7 on the main screen will take you to a window where you can change the table family names
Link Message1:					
Link Message2:					
Kairos Torch Ezra	8.1	Setting Up Your Kairos Torc	1.20	12.00	How do I change the Table Family Names? Answer: Once the participants have chosen their table family names, Section 7 on the main screen will take you to a window where you can change the table family names
Link Message1:					
Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	1 - Kairos Overview	2.40	2.00	<p>Isn't the Kairos Leader in charge of the Weekend?</p> <p>Answer: The answer sort of depends on the spirit of the question! Yes, the person selected to be the Kairos Leader for the particular Kairos weekend is in charge, but is responsible to the Advisory Council, which is responsible to the State Chapter, which is responsible to the International Board of Directors, which is responsible to Christ through the Holy Spirit for the Kairos Ministry.</p> <p>So, if the issue is the Kairos Leader wanting to "override" that authority chain, then perhaps the answer is that the Kairos Leader is not in charge. You are to be obedient to the Kairos Method, the Advisory Council, the State Chapter, and the International Board of Directors. If you are wanting to clarify who is responsible to make sure that all the things that need to be done are getting done, then the Kairos Leader is in charge!</p> <p>Another way of saying this is that the Kairos Leader is to be a model of the servant leader, just as Christ was.</p>

Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	8.1	1 - Kairos Overview	2.40	2.00	<p>Isn't the Torch Leader in charge of the Weekend?</p> <p>Answer: The answer sort of depends on the spirit of the question! Yes, the person selected to be the Kairos Leader for the particular Kairos weekend is in charge, but is responsible to the Advisory Council, which is responsible to the State Chapter, which is responsible to the International Board of Directors, which is responsible to Christ through the Holy Spirit for the Kairos Ministry.</p> <p>So, if the issue is the Kairos Leader wanting to "override" that authority chain, then perhaps the answer is that the Kairos Leader is not in charge. You are to be obedient to the Kairos Method, the Advisory Council, the State Chapter, and the International Board of Directors. If you are wanting to clarify who is responsible to make sure that all the things that need to be done are getting done, then the Kairos Leader is in charge!</p> <p>Another way of saying this is that the Kairos Leader is to be a model of the servant leader, just as Christ was.</p>

Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	1 - Kairos Overview	2.40	4.00	<p>I feel only responsible to the Holy Spirit.</p> <p>Answer: The Kairos Method recognizes the apostolic call that each of us has. It also recognizes that the Kairos Method has been prayerfully developed over thousands of Kairos experiences, guided by the Holy Spirit speaking to the persons who have been "ordained" with the responsibility for guiding the ministry. Those persons are the ones who have been led by the Spirit to the guiding Board of the Ministry.</p> <p>That has led to the ministry's Method of delegating responsibility to local persons who are committed to the ministry at the local Institution. As the one who has received this delegated mantle of responsibility to lead the particular Kairos Weekend, you are also responsible for ensuring that the Kairos Method, developed under the guidance of the Holy Spirit, is properly administered. That responsibility usually means that we lay down many of our personal feelings about making changes, including changes which we may assign to the Holy Spirit speaking to us. Kairos believes that the Holy Spirit will not speak a word to you that conflicts with the word He has spoken to those who He has entrusted with the total ministry.</p>

Link Message1:

Link Message2:

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	8.1	1 - Kairos Overview	2.40	4.00	<p>I feel only responsible to the Holy Spirit.</p> <p>Answer: The Kairos Method recognizes the apostolic call that each of us has. It also recognizes that the Kairos Method has been prayerfully developed over thousands of Kairos experiences, guided by the Holy Spirit speaking to the persons who have been "ordained" with the responsibility for guiding the ministry. Those persons are the ones who have been led by the Spirit to the guiding Board of the Ministry.</p> <p>That has led to the ministry's Method of delegating responsibility to local persons who are committed to the ministry at the local Institution. As the one who has received this delegated mantle of responsibility to lead the particular Kairos Weekend, you are also responsible for ensuring that the Kairos Method, developed under the guidance of the Holy Spirit, is properly administered. That responsibility usually means that we lay down many of our personal feelings about making changes, including changes which we may assign to the Holy Spirit speaking to us. Kairos believes that the Holy Spirit will not speak a word to you that conflicts with the word He has spoken to those who He has entrusted with the total ministry.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Torch Ezra	7.1	1 - Kairos Overview	2.40	6.00	<p>I've never seen the Institutional Agreement.</p> <p>Answer: Each copy of the Kairos Manual has a copy of the standard Institutional Agreement. In some cases, when Kairos reached agreement with the local warden to allow Kairos to come into the Institution, that standard Agreement may have been modified before it was signed. The local Advisory Council should have a copy of the signed Agreement with the Institution.</p> <p>Link Message1:</p> <p>Link Message2:</p>

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	8.1	1 - Kairos Overview	2.40	6.00	I've never seen the Institutional Agreement. Answer: Each copy of the Kairos Manual has a copy of the standard Institutional Agreement. In some cases, when Kairos reached agreement with the local warden to allow Kairos to come into the Institution, that standard Agreement may have been modified before it was signed. The local Advisory Council should have a copy of the signed Agreement with the Institution.
Link Message1:					
Link Message2:					

Kairos Torch Ezra	7.1	2 - The Leader	3.40	2.00	Am I qualified to be a Kairos Weekend Leader? Answer: Your Advisory Council feels that you have a good blend of experience in the Kairos Method, coupled with an obedient and teachable spirit. They have prayerfully selected you for this sacrificial journey and trust that you will place yourself in the role of a servant leader. They recognize that you may not have the best of skills in all areas, but hope that you will be a good student of the Kairos process and will use the tools and training that Kairos has provided to prepare God's team for this Kairos. So, pray, study, use the gifts of the Team members, and extend yourself on behalf of the Team to prepare them for their acts of servanthood. That spirit makes you qualified!
Link Message1:					
Link Message2:					

MISSIONeering
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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	8.1	2 - The Leader	3.40	2.00	Am I qualified to be a Kairos Weekend Leader? Answer: Your Advisory Council feels that you have a good blend of experience in the Kairos Method, coupled with an obedient and teachable spirit. They have prayerfully selected you for this sacrificial journey and trust that you will place yourself in the role of a servant leader. They recognize that you may not have the best of skills in all areas, but hope that you will be a good student of the Kairos process and will use the tools and training that Kairos has provided to prepare God's team for this Kairos. So, pray, study, use the gifts of the Team members, and extend yourself on behalf of the Team to prepare them for their acts of servanthood. That spirit makes you qualified!

Link Message1:

Link Message2:

Kairos Torch Ezra	7.1	2 - The Leader	3.40	4.00	I'm not a detail person. Answer: Many of us are not! However, just because YOU are not a detail person doesn't mean that attention to details is not a REQUIREMENT of proper preparation for the Kairos Weekend. Do not dismiss the need for attention to detail. Make use of Ezra to help you stay on track. Use an assistant who is strong in detail to help you. While YOU don't have to be a detail person, YOU do have to make sure that the details are being handled.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	8.1	2 - The Leader	3.40	4.00	I'm not a detail person. Answer: Many of us are not! However, just because YOU are not a detail person doesn't mean that attention to details is not a REQUIREMENT of proper preparation for the Kairos Weekend. Do not dismiss the need for attention to detail. Make use of Ezra to help you stay on track. Use an assistant who is strong in detail to help you. While YOU don't have to be a detail person, YOU do have to make sure that the details are being handled.

Link Message1:

Link Message2:

Kairos Torch Ezra	7.1	2 - The Leader	3.40	6.00	I don't think that I'm capable of spiritually forming others. Answer: The good news is that YOU are not responsible for spiritually forming anyone. The Holy Spirit does that! What you are responsible for is making sure that an environment is created that is conducive to spiritual formation. Ezra provides a lot of tools, training, leader guides, and handouts that will help create such an environment. Seek out the gifts of your clergy team members to help in this process - they have been gifted by God for just this kind of task. Just help them understand the Kairos Method by providing them the guides and handouts from Ezra. Once again, YOU don't have to be the one to do the work of spiritual formation, but YOU are responsible to make sure that it is being done.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	8.1	2 - The Leader	3.40	6.00	<p>I don't think that I'm capable of spiritually forming others.</p> <p>Answer: The good news is that YOU are not responsible for spiritually forming anyone. The Holy Spirit does that! What you are responsible for is making sure that an environment is created that is conducive to spiritual formation. Ezra provides a lot of tools, training, leader guides, and handouts that will help create such an environment. Seek out the gifts of your clergy team members to help in this process - they have been gifted by God for just this kind of task. Just help them understand the Kairos Method by providing them the guides and handouts from Ezra.</p> <p>Once again, YOU don't have to be the one to do the work of spiritual formation, but YOU are responsible to make sure that it is being done.</p>

Link Message1:

Link Message2:

Kairos Torch Ezra	7.1	3 - Preparation Timeline	4.20	6.00	<p>Why doesn't my timeline reflect the dates of my Kairos and Team Meetings?</p> <p>Answer: Ezra's default timeline doesn't have knowledge of your specific Team Meetings - unless you tell Ezra about them! Once Ezra knows of your Team Meeting schedule, it can create a Preparation Timeline that is specific to the timing of your schedule.</p> <p>You tell Ezra of your Meetings by filling in the Meeting Dates and Locations in the SetUp screen that was presented to you when you first started Ezra. If you didn't enter the dates at that time, you can go back and input your dates by clicking on the big blue button called Setup Info and click the Next buttons until you get to the Team meeting dates and locations screen and there you can make your changes.</p>
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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	3 - Preparation Timeline	4.20	6.00	Can I change the Timeline? Answer: Yes! You can add additional steps to the Timeline, and you can remove items from the Timeline.

Link Message1:

Link Message2:

Kairos Torch Ezra	8.1	3 - Preparation Timeline	4.20	6.00	Why doesn't my timeline reflect the dates of my Kairos and Team Meetings? Answer: Ezra's default timeline doesn't have knowledge of your specific Team Meetings - unless you tell Ezra about them! Once Ezra knows of your Team Meeting schedule, it can create a Preparation Timeline that is specific to the timing of your schedule.
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You tell Ezra of your Meetings by filling in the Meeting Dates and Locations in the SetUp screen that was presented to you when you first started Ezra. If you didn't enter the dates at that time, you can go back and input your dates by clicking on the big blue button called Setup Info and click the Next buttons until you get to the Team meeting dates and locations screen and there you can make your changes.

Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	4 - Team Recruiting	5.20	2.00	<p>Do Team members have to be part of a 4th Day community?</p> <p>Answer: There is great value in having Team members who are part of a 4th Day community because they understand both the methodology of the process and the importance of the on-going weekly Prayer and Share meetings. However, the 4th Day experience has not penetrated a number of denominations and all ethnic communities. In order to have the diversity in Team membership that is so important to the health of the ministry, the Board of Directors of Kairos have approved a Team membership that can have up to 20 % of the Team not having a 4th Day background. However, this does not lessen the importance of having an understanding of the 4th Day methods, so you are required to assign an experienced Team member to act as a "mentor" for each non-4th Day Team member. This mentor must spend time with the new person to make sure they are gaining an understanding of the foundations of the Kairos Experience.</p>

Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	4 - Team Recruiting	5.20	2.00	<p>Do Team members have to be in a Weekly Reunion Group?</p> <p>Answer: This can be a difficult question for some. For example, are YOU in a weekly reunion group? If not, perhaps you are not as sensitive to the need for Team members to be in a reunion group. Recall that the purposes of Kairos (to Christianize the Institutional environment) are best fulfilled with the ongoing, weekly Prayer and Share grouping. The big, "flashy" Kairos Weekend that you are Leading is only the entrance door to the heart of Kairos - the Prayer and Share grouping.</p> <p>It is therefore very important that Team members - especially Table Family members - can encourage the Participants to become part of a Prayer and Share group by their own testimony of its importance in their own life. The fewer people on the Team that are active in their own weekly reunion group results in a weaker emphasis on the importance of the Prayer and Share grouping, and the resulting weaker Prayer and Share community within the Institution.</p> <p>While it is not a firm requirement that each Team member be grouping, it is nevertheless a very important consideration.</p>

Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	4 - Team Recruiting	5.20	4.00	<p>Do I have to pay attention to Denominational balance?</p> <p>Answer: Yes! Kairos is an inter-denominational ministry. We represent Christ rather than a particular denomination or tradition. The Participants come from a wide variety of Christian traditions, and the more balance we have in team denominational backgrounds, the better connection to the true meaning of the Body of Christ that is made with the Participants.</p> <p>That's the reason Ezra provides places to indicate the denominational background of each team member and the reason that Ezra shows you the breakdown of the team - to keep reminding you that the ministry is better served when you have not simply invited "your friends from your church."</p>

Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	4 - Team Recruiting	5.20	4.00	<p>Can I have "opposite gender" Team members inside the Juvenile Facility?</p> <p>Answer: No. It is Kairos policy that only persons of the same gender as the Participants may be part of the Inside Team or participate in any way that places them inside the Community Room / Chapel / Dining Area. This prohibition includes clergy.</p> <p>Kairos is aware that this may reduce the availability of certain persons for the Team, and thus make your job of recruiting more difficult. But we are asked to be reminded that our focus is on the needs of the Participants, and many of them will be distracted by the presence of the opposite gender in their presence. This distraction may be because of bad experiences with the opposite gender, or because of sexual stress created by the close physical association. In either case, the presence of opposite gender has created a situation where the Participant is distracted from total immersion in the focus of the talks, discussions, meditations, and the movement of the Spirit.</p> <p>That's the reason Ezra provides places to indicate the denominational background of each team member and the reason that Ezra shows you the breakdown of the team - to keep reminding you that the ministry is better served when you have not simply invited "your friends from your church."</p>

Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	4 - Team Recruiting	5.20	4.00	<p>What if I can't find enough Clergy?</p> <p>Answer: This is a concern for many Kairos Leaders as they begin their recruiting efforts. The presence of clergy in Team formation and on the Weekend can't be over stressed. So, they are very important and they are difficult to recruit - that means that you will need to place special attention on the recruitment of clergy. Here's a few hints:</p> <ul style="list-style-type: none">- Get started early. Many clergy are scheduled with Church commitments months in advance.- Offer to arrange for Lay Speakers to substitute for them in the pulpit during the Weekend- Don't forget to consider Associate Pastors <p>If you are still short of fully qualified clergy, but have at least 3 clergy for 5 or more tables (or 2 clergy for 4 or less tables), you can fill out your table family roster with mature Team members who understand table dynamics.</p>

Link Message1:

Link Message2:

Kairos Torch Ezra	8.1	4 - Team Recruiting	5.20	4.00	<p>Do I have to pay attention to Denominational balance?</p> <p>Answer: Yes! Kairos is an inter-denominational ministry. We represent Christ rather than a particular denomination or tradition. The Participants come from a wide variety of Christian traditions, and the more balance we have in team denominational backgrounds, the better connection to the true meaning of the Body of Christ that is made with the Participants.</p> <p>That's the reason Ezra provides places to indicate the denominational background of each team member and the reason that Ezra shows you the breakdown of the team - to keep reminding you that the ministry is better served when you have not simply invited "your friends from your church."</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	5 - Team Assignments	6.20	2.00	<p>Why don't I see my Team on the Team List?</p> <p>Answer: Ezra makes use of a "team recruiting" database that contains the names and other information for all persons that you might consider for the Team. However, you must "SELECT" them to be considered part of the Team. You will see all persons in the database when you are in the Recruiting Section of Ezra. However, when you move to the Team Assignments and later sections of Ezra, you will only see those persons that you have "SELECTED" for the Team.</p> <p>If you don't see someone on the Team listing that you believe should be on the Team, it is because you have not clicked the "Selected for the Team" checkbox. Go back to the Recruiting listing and you will find them there. You can then click their "Selected" checkbox, and they will then be on your Team.</p>

Link Message1:

Link Message2:

Kairos Torch Ezra	8.1	5 - Team Assignments	6.20	2.00	<p>Why don't I see my Team on the Team List?</p> <p>Answer: Ezra makes use of a "team recruiting" database that contains the names and other information for all persons that you might consider for the Team. However, you must "SELECT" them to be considered part of the Team. You will see all persons in the database when you are in the Recruiting Section of Ezra. However, when you move to the Team Assignments and later sections of Ezra, you will only see those persons that you have "SELECTED" for the Team.</p> <p>If you don't see someone on the Team listing that you believe should be on the Team, it is because you have not clicked the "Selected for the Team" checkbox. Go back to the Recruiting listing and you will find them there. You can then click their "Selected" checkbox, and they will then be on your Team.</p>
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	5 - Team Assignments	6.20	4.00	Do I really need to have First Time Team members? Answer: In the Wisdom of Kairos, having new Team members is critical to the long term health of the ministry. For that reason, your Team is expected to be made up of one-third first time Team members. In fact, to help "force" room for them, it is Kairos' policy that no Team member can serve on more than three consecutive Teams without sitting out for a Kairos. (Note that person who have been selected by the Ad Council to be on the Leadership track are an exception to this.)

Link Message1:

Link Message2:

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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	5 - Team Assignments	6.20	6.00	Why show the racial balance on the Team? Answer: The Kairos Method establishes a racial balance of the Participants in the table Families to begin the process of breaking down racial barriers - especially in the Body of Christ. Yet, many Kairos Leaders recruit Teams that are not racially balanced. By showing you the racial balance of your Team, Ezra is trying to keep you more aware of the profound need to work at recruiting all races to the Team.

Link Message1:

Link Message2:

Kairos Torch Ezra	8.1	5 - Team Assignments	6.20	6.00	Why show the racial balance on the Team? Answer: The Kairos Method establishes a racial balance of the Participants in the table Families to begin the process of breaking down racial barriers - especially in the Body of Christ. Yet, many Kairos Leaders recruit Teams that are not racially balanced. By showing you the racial balance of your Team, Ezra is trying to keep you more aware of the profound need to work at recruiting all races to the Team.
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Link Message1:

Link Message2:

Kairos Torch Ezra	7.1	6 - Team Meeting Preparatic	7.20	2.00	How many meetings should I have? Answer: In the spirit of the Kairos Riverbanks, you will have 5 team meetings as defined in the Kairos Torch Program manual with an overnight preceding the second team meeting.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	8.1	6 - Team Meeting Preparatic	7.20	2.00	How many meetings should I have? Answer: In the spirit of the Kairos Riverbanks, you will have 5 team meetings as defined in the Kairos Torch Program manual with an overnight preceding the second team meeting.
Link Message1:					
Link Message2:					
Kairos Torch Ezra	7.1	6 - Team Meeting Preparatic	7.20	4.00	Do I have to have an overnight meeting? Answer: In Kairos Torch you are required to have an over night team meeting and it is normally scheduled preceding meeting #2. The Mentor training is accomplished with this team meeting.
Link Message1:					
Link Message2:					
Kairos Torch Ezra	8.1	6 - Team Meeting Preparatic	7.20	4.00	Do I have to have an overnight meeting? Answer: In Kairos Torch you are required to have an over night team meeting and it is normally scheduled preceding meeting #2. The Mentor training is accomplished with this team meeting.
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Link Message2:					

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	6 - Team Meeting Preparatic	7.20	6.00	What do I need to bring to the meetings? Answer: The easy answer is EVERYTHING! While Ezra will provide every handout that is needed for the team meeting, also look for ways to involve the team members directly with the program manual.

For example, schedule a session each meeting where you break up into small groups and assign each group a specific Riverbank from the manual. Have them decide what specific item in their assigned section is the most challenging for them, or maybe the most important to them. Then, have each group review their assignment and their answer with the entire team as the team looks at their program manual's Riverbank section to follow along.

Link Message1:

Link Message2:

Kairos Torch Ezra	8.1	6 - Team Meeting Preparatic	7.20	6.00	What do I need to bring to the meetings? Answer: The easy answer is EVERYTHING! While Ezra will provide every handout that is needed for the team meeting, also look for ways to involve the team members directly with the program manual.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	7 - Participants, Guides, & M	8.20	2.00	Do I have to have all the data for Participants that Ezra asks for? Answer: It depends on the requirements of your Institution and your Advisory Council. In some Institutions, there are restrictions on who you can place together in Families based on, say, their cell block/dorm area. If so, then you will need to record that information so you can make proper Family selection decisions. So, if your Institution or Ad Council requires certain information in order to properly handle the Family Assignments or the on-going ministry, then you should include that info. If it is not required, there is no need to include it.

Link Message1:

Link Message2:

Kairos Torch Ezra	8.1	7 - Participants, Guides, & M	8.20	2.00	Do I have to have all the data for Participants that Ezra asks for? Answer: It depends on the requirements of your Institution and your Advisory Council. In some Institutions, there are restrictions on who you can place together in Families based on, say, their cell block/dorm area. If so, then you will need to record that information so you can make proper Family selection decisions. So, if your Institution or Ad Council requires certain information in order to properly handle the Family Assignments or the on-going ministry, then you should include that info. If it is not required, there is no need to include it.
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Link Message1:

Link Message2:

Kairos Torch Ezra	7.1	7 - Participants, Guides, & M	8.20	6.00	Do I have to assign a Greeter? Answer: Yes. The Kairos Method assigns a Greeter to each Participant. As the Leader, it is your responsibility to make the decision about who to assign to who. You are also responsible for communicating those assignments to the Greeters so they know who they are looking after.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	8.1	7 - Participants, Guides, & M	8.20	6.00	Do I have to assign a Guide? Answer: Yes. The Kairos Method assigns a Guide to each Participant for the Weekend.

Link Message1:

Link Message2:

Kairos Torch Ezra	7.1	8 - Weekend Schedule	9.20	2.00	Why do I have to select a schedule? Answer: Perhaps you don't. In many cases, you are offered only one schedule to select - the standard "national" schedule. You can also load the schedule that was used by the previous Leader - assuming that they made modifications to the standard schedule they were required by the Institution. Usually this would only be the specific time of various activities. By loading the previously modified schedule, it will prevent you from having to do this modification work again.
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	9 - Final Preparations	9.20	2.00	<p>How do you use the Chapel Reminders?</p> <p>Answer: We all recognize that it is the work of the Holy Spirit to bring about changes in people. But, we are part of the effort to break down the walls that have been built that shut out the light of the Spirit. When we go to Chapel, we want to do everything we can to minimize distractions from the movement of the Spirit. Perhaps a Participant has been moved to a new openness through a meditation, and they have been ushered right up to the edge of saying "Yes" to the Spirit. Then, in that moment of vulnerability, there is a distraction in Chapel caused because the next speaker doesn't know that they are supposed to do their part of the Chapel time, and our flesh latches onto that distraction and the vulnerability disappears and the moment is lost.</p> <p>Ezra uses the Chapel Reminders as a tool to help the persons who are involved in a particular Chapel service know who is involved and in what sequence and what each person will be doing. The Chapel Coordinator should quietly pass out the Reminders for the upcoming Chapel participants prior to the start of the Chapel. You should provide a copy of each Chapel Reminder to each participant in that service.</p> <p>Link Message1:</p> <p>Link Message2:</p>
Kairos Torch Ezra	8.1	8 - Weekend Schedule	9.20	2.00	<p>Why do I have to select a schedule?</p> <p>Answer: Perhaps you don't. In many cases, you are offered only one schedule to select - the standard "national" schedule. You can also load the schedule that was used by the previous Leader - assuming that they made modifications to the standard schedule the were required by the Institution. Usually this would only be the specific time of various activities. By loading the previously modified schedule, it will prevent you from having to do this modification work again.</p> <p>Link Message1:</p> <p>Link Message2:</p>

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	8 - Weekend Schedule	9.20	4.00	Can I make changes to the Schedule? Answer: Yes, you can change the time of scheduled events and you can add items to the Schedule. You can also make changes to descriptions and comments that you may find to be helpful to the assistant Leaders during the Weekend. Caution is advised, however, because Ezra's schedules are quite complex and there are many, many pieces of data that Ezra makes use of in the Schedule, and if you make changes to these items, you may cause something to disappear that you didn't want to disappear (such as a Mask Meditation).

Link Message1:

Link Message2:

Kairos Torch Ezra	7.1	9 - Final Preparations	9.20	4.00	Do I have to use Bible Markers? Answer: The purpose of the Bible Markers is to give the Chapel Coordinator markers that are needed for the upcoming Chapel service. That way, only the markers are in the Bible that are relevant at that time (rather than the speakers having to thumb through a lot of pre-existing markers).
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Link Message1:

Link Message2:

Kairos Torch Ezra	8.1	8 - Weekend Schedule	9.20	4.00	Can I make changes to the Schedule? Answer: Yes, you can change the time of scheduled events and you can add items to the Schedule. You can also make changes to descriptions and comments that you may find to be helpful to the assistant Leaders during the Weekend. Caution is advised, however, because Ezra's schedules are quite complex and there are many, many pieces of data that Ezra makes use of in the Schedule, and if you make changes to these items, you may cause something to disappear that you didn't want to disappear (such as a Mask Meditation).
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Link Message1:

Link Message2:

MISSIONeering
FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	8 - Weekend Schedule	9.20	6.00	Can I use the Schedule that the previous Leader used? Answer: Yes. In fact, if your Institution requires changes to the schedule, and the previous Leader painstakingly revised the schedule timing to reflect these requirements, it is very handy to be able to make use of that schedule so that you don't have to reinvent the wheel.

Link Message1:

Link Message2:

Kairos Torch Ezra	7.1	9 - Final Preparations	9.20	6.00	What is the Chapel Guide? Answer: Ezra's Chapel Guide is a complete set of the Chapel meditations and speeches that are put together in a way to help reduce the distractions of a speaker trying to find their place. Only the meditations and speeches that are relevant to your Kairos are included (for example, the women's meditations appear for a women's Kairos). Just print the Chapel Guide and put it in a three-ring binder and give it to the Chapel Coordinator to place on the Chapel podium prior to the Chapel session. Note that you will have to check with the clergy to whom you assigned the Isaiah Homily to and see if they want you to put a copy of their Homily (which they will have to provide) in the Chapel Guide for them.
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Link Message1:

Link Message2:

Kairos Torch Ezra	8.1	8 - Weekend Schedule	9.20	6.00	Can I use the Schedule that the previous Leader used? Answer: Yes. In fact, if your Institution requires changes to the schedule, and the previous Leader painstakingly revised the schedule timing to reflect these requirements, it is very handy to be able to make use of that schedule so that you don't have to reinvent the wheel.
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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
Kairos Torch Ezra	7.1	Program Updates	12.00	2.00	MANDATORY SECURITY UPDATE for all revisions of Ezra up to and including Answer: In order for all versions of Ezra up to and including 7.4.20 to upload the Ezra passed on data to the KairosMessenger database, YOU MUST PERFORM THIS UPDATE PRIOR TO performing the Copy Files for Next Leader to pass on your Ezra data to the next leader.
Link Message1:Download Upgrade Instructions www.MISSIONeering.org/EzraFiles/Ezra7SecurityUpdateProgramInstructions.pdf Link Message2: Download Ezra7 Security Upgrade Program www.MISSIONeering.org/EzraFiles/Ezra7SecurityUpdate.exe					

All KairosDonor		Updates	1.00	2.00	KairosDonor Revision 9.51 Update Instructions Answer: Click the link below for the step by step instructions to download and install Revision 9.51.
Link Message1:KairosDonor 9.51 Update Instructions www.MISSIONeering.org/KairosDonorFiles/SuperEasySteps-KairosDonorUpdate9.51.PDF Link Message2:					

All KairosDonor		Updates	1.00	5.00	KairosDonor 9.50 Update Problems Answer: If you run into a glitch of some kind after downloading the 9.50 major update, check out the guide at the following link.
Link Message1:KairosDonor 9.50 Glitches www.Missioneering.org/KairosDonorFiles/KairosDonor9.50 FAQ.PDF Link Message2:					

All KairosDonor		Order	1.00	10.00	How do I order the KairosDonor Software? Answer: The KairosDonor software is ordered from the KPMI Office. See "How To Obtain a Copy of the KairosDonor Software" in the "How To..." section.
Link Message1: Link Message2:					

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
All KairosDonor		Order	1.00	25.00	Can I use some other software instead of KairosDonor? Answer: KairosDonor is the Ministry Approved software for recording financial transactions, particularly the receipt of donations, and for nurturing the database at all levels. QuickBooks Enterprise is the Ministry Approved software to record all accounting data at the State level. Other software such MS Word or MS Excel may be used for non financial or non accounting functions.
Link Message1:					
Link Message2:					
All KairosDonor		Install	2.00	1.00	I have received the CD, what do I do now? Answer: The KairosDonor software comes with installation instructions for the Windows operation systems XP, Vista, 7, 8 and 10. Install the software by following these instructions. See also "How To Install the KairosDonor Software" in the "How To ..." section.
Link Message1:					
Link Message2:					
All KairosDonor		Install	2.00	2.00	Will the KairosDonor software run on Windows 8 or 10? Answer: Yes. The installation instructions that come with the software provide guidance for installing on a Windows 8 or 10 computer.
Link Message1:					
Link Message2:					

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
All KairosDonor		Install	2.00	2.50	What size computer do I need to run the KairosDonor software? Answer: The minimum system requirements are: a PC with Windows XP, Vista, 7, 8 or 10; 100 mb Hard Drive; minimum 500 mhz processor speed; minimum 128 mb random access memory (RAM); screen resolution of 1024 X 768; a CD/DVD disc drive; and, a USB port. Essentially all off-the-shelf laptops will have the minimum requirements. Beware, some inexpensive "Notebooks" do NOT meet the minimum requirements.

Link Message1:

Link Message2:

All KairosDonor		Install	2.00	3.00	Do I need to register the KairosDonor software? Answer: No. KPMI owns the licensing rights for unlimited use of the software.
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Link Message1:

Link Message2:

All KairosDonor		Install	2.00	4.00	Do I need a password to run the KairosDonor software? Answer: No. Once installed the software is ready to use.
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Link Message1:

Link Message2:

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
All KairosDonor		Install	2.00	5.00	Can I run the KairosDonor software on more than one computer? Answer: Yes. Install the software on the additional computer(s) from the CD. If you do not have the CD, see "How to "PassOn" the KairosDonor software Without a CD" in the "How To ..." section. Be certain that each computer is running the same version of the software. Do a Backup on the "Master" Computer and a Restore on the other computer(s) whenever you want to update the data on the other computer(s).
Link Message1:					
Link Message2:					
All KairosDonor		Install	2.00	6.00	How do we transfer the KairosDonor software from one person to another if we Answer: There is a feature in the Setup & Maintenance section of the KairosDonor software that enables this activity. See "How to "PassOn" the KairosDonor software Without a CD" in the "How To ..." section.
Link Message1:					
Link Message2:					
All KairosDonor		Install	2.00	6.50	How do we transfer the KairosDonor software from one computer to another if Answer: There is a feature in the Setup & Maintenance section of the KairosDonor software that enables this activity. See "How to "PassOn" the KairosDonor software Without a CD" in the "How To ..." section.
Link Message1:					
Link Message2:					

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
All KairosDonor		Donations	3.00	1.00	Can the Financial Secretary/KairosDonor Coordinator be a Counter? Answer: No. The Financial Secretar/KairosDonor Coordinator must not serve in any Counter position, nor handle money in any way. This is necessary to maintain proper segregation of duties and the "appearance of being honest".
Link Message1:					
Link Message2:					
All KairosDonor		Deposits	4.00	1.00	What if it is impractical for Counter 2 to make the deposit? Answer: Mail the deposit to the Advisory Council Treasurer's address or the Advisory Council's PO Box. DO NOT SEND CURRENCY IN THE MAIL. Currency should be converted to a money order.
Link Message1:					
Link Message2:					
All KairosDonor		Deposits	4.00	2.00	What if it is impractical for the Advisory Council Treasurer (Model 1) to make th Answer: Mail the deposit to the State Chapter Committee Treasurer's address or the State Chapter Committee's PO Box. DO NOT SEND CURRENCY IN THE MAIL. Currency should be converted to a money order.
Link Message1:					
Link Message2:					
All KairosDonor		Write Checks	5.00	1.00	Who approves the expenditures of the Advisory Council Financial Secretary/Ka Answer: The Advisory Council Financial Secretary/KairosDonor Coordinator expenditures are approved by the Advisory Council Chairperson.
Link Message1:					
Link Message2:					

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
All KairosDonor		Write Checks	5.00	1.50	Who approves the expenditures of the State Chapter Committee Financial Sec Answer: The State Chapter Committee Financial Secretary expenditures are approved by the State Chapter Committee Chairperson.
Link Message1:					
Link Message2:					
All KairosDonor		QuickBooks Out	6.00	1.00	I entered all the deposit information but there is nothing to export, what should Answer: This situation is symptomatic of one of two conditions. Either, the deposit data has not been recorded. Check the "Deposit/Gifts in Kind" screen to be sure the data is NOT still on this screen. Or, the data has been exported at least once already and cannot be exported again. Undoing the export requires a password. See the "Support" section to contact your regional support person for help.
Link Message1:					
Link Message2:					
All KairosDonor		QuickBooks Out	6.00	2.00	How does the data get from KairosDonor to QuickBooks? Answer: The capability exists in the KairosDonor software to create a file of data in the QuickBooks format. This file is created in the "QuickBooks Out" section of the KairosDonor software. The import of this data directly into QuickBooks has been terminated, but the requirement for the Advisory Council Financial Secretary/KairosDonor Coordinator to send the export file to the State/Area Financial Secretary still exists.
Link Message1:					
Link Message2:					

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
All KairosDonor		Fund Raisers	7.00	1.00	When should I use the Fund Raiser routine instead of recording a regular dona Answer: Generally all money received into the ministry is a donation. General solicitations such as a letter or a personal request should be recorded in the "Donations" module. Specific activities or events intended to raise money for the ministry, such as Meal Tickets, Raffles, Dinners, an Auction, etc should be recorded in the "Fund Raiser" module.
Link Message1:					
Link Message2:					
All KairosDonor		Budget	8.00	1.00	How do I create a Budget for next year? Answer: The "Budget" module will create a draft Budget based on the current year actual transactions by months. This draft Budget can be modified as necessary to reflect the plan for the next year and to eliminate any one-time anomalies in the current year.
Link Message1:					
Link Message2:					
All KairosDonor		Donor Letters	9.00	1.00	How do I change the signer's name on the IRS Acknowledgement Letter? Answer: In the "Donor Letters" module select the "Annual Donation Acknowledgement Letter (IRS)". Enter the year and click on "Select and Update Letter". Then, with the appropriate letter highlighted, click the "Change" button. Now you can edit the letter. When finished, click OK.
Link Message1:					
Link Message2:					

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FAQ Detailed Data

Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
All KairosDonor		Reconcile Advance	10.00	1.00	Why can't I enter a date earlier than the current month In the Reconcile Advanc Answer: This is to prevent back dating transaction(s) into a period that has already been exported to the State Financial Secretary and thus creating the possibility that the transaction(s) will not be included in the QuickBooks data.
Link Message1:					
Link Message2:					
All KairosDonor		Reconcile Bank	11.00	1.00	The "Amount to Go" is zero (0) but the report says "Not Reconciled", what shou Answer: STOP! Do not complete the reconciliation. Research the error amount until you can resolve it. A positive "Error" amount means you are missing a check (s). A negative "Error" amount means you are missing a deposit(s).
Link Message1:					
Link Message2:					
All KairosDonor		General	12.00	1.00	I can't seem to be able to play the Video Tutorials, what should I do? Answer: The Video Tutorials are Youtube videos. You can research the challenges with viewing these videos by doing an internet search on "Youtube videos won't play". Look for the url https://www.support.google.com/youtube/answer/58129?hl=en .
Link Message1:					
Link Message2:					

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Ministry/Product	Rev	Topic	Topic Seq #	Question Seq #	Question
All KairosDonor		General	12.00	2.00	<p>What is the skill level necessary to operate the KairosDonor software?</p> <p>Answer: If you can send an email, use the internet, make a purchase or operate any Microsoft Office product, you can operate the KairosDonor software. It is a "point-and-shoot", "fill-in-the-blanks" system. However, it does require a certain attention to detail.</p> <p>Link Message1:</p> <p>Link Message2:</p>
All KairosDonor		General	12.00	3.00	<p>I notice that there are account names that are similar. Which one should I use \</p> <p>Answer: Yes, there are accounts with similar names for slightly different purposes. See "What Account to Use When" in the "How To ..." section.</p> <p>Link Message1:</p> <p>Link Message2:</p>
All KairosDonor		General	12.00	4.00	<p>IRS Letters print twice, and 2nd copy has three ministry logos.</p> <p>Answer: This error occurs in Revision 8.55 through 8.76. Click the Download Instructions link below for instructions to ignore the second set of letters.</p> <p>Link Message1:Download Instructions www.missioneering.org/kairosdonorfiles/KairosDonorIRSLetterCorrection.PDF</p> <p>Link Message2:</p>
All KairosDonor		Updates	20.00	1.00	<p>If running KairosDonor revision after 8.29, and trying to create the Pass On of)</p> <p>Answer: In revisions after 8.29, the KSPassOn.exe file is missing. Click the link below to download the missing file and save it to your C:\KairosDonor folder before you try to create the passed on flash drive.</p> <p>Link Message1:Download Instructions www.MISSIONeering.org/KairosDonorFiles\KDPassOn File Download Instructions.PDF</p> <p>Link Message2: Download KDPassOn.exe file www.MISSIONeering.org/KairosDonorFiles/KDPassOn.exe</p>