

# FAQs

## Frequently Asked Questions on KAIROS events

### How can KAIROS help us promote our events?

- An easy way to share information about your activity or event is to post it on the KAIROS website events listing, as the website is used extensively by the general public. In addition, send an e-mail or letter to your sub-regional contact person or regional representative. They in turn can help you contact regional church bodies as appropriate, and include your events in reports to the Education and Animation program committee. Some basic promotional material about KAIROS is included in this handbook, and more is published throughout each program year. Check with the office or the website for hand-out materials such as brochures and posters that can be used at public events and in local churches.
- KAIROS works with national churches and religious organisations to promote ecumenical justice work, and is committed to informing local churches about the work of KAIROS. Keep in regular contact with the churches in your area, sending them bulletin announcements for your events, and invitations to join your KAIROS community. Make sure they receive an event poster (a template can be found in the back of this book.) Create a display board and table that is always "ready to go", and include a scrapbook of your events (take photos) with newspaper clippings, newsletters, letters to the editor, etc. Some events will attract media attention. In these cases, send a press release to local media (or better yet, call your media contacts.) Follow up with them after the event.

### What if we need financial support to assist with our event?

- KAIROS does not normally have funds to support local community activities. (One exception is workshops that are part of a national training program.) However, the KAIROS regions receive national funds for the coordination of the region and for an annual regional meeting. In some cases, regional funds may be used to support local events. KAIROS local communities can seek financial or in-kind support from local churches to support specific activities. Members of congregations or parishes may find that their local church is willing to provide some financial support for their KAIROS activities.

What can we expect from regional meetings? Is there ever an opportunity to participate in national events? -

- ▶ Each year, usually in the fall, KAIROS regions hold a weekend meeting. These meetings are an opportunity for representatives of local KAIROS communities, and regional church bodies to come together to
  - Share information on their events and activities through regional networking
  - Gain skills and knowledge on key justice concerns
  - Learn about the KAIROS education and action program
  - Make decisions together as a region
  - Place a priority on having someone from your local community attend the regional meeting.
- ▶ Periodically, KAIROS holds national events. These can be very specific, such as a consultation on anti-poverty, or they can be related to the overall KAIROS program, such as the KAIROS Planning Forum (held once every three years). Regional committees play the role of coordinating regional participation in these events.