

Kairos Torch Excellence Initiative Interview Questions

(Please do not take this into the prison if you have phone numbers and email addresses on it.)

Advisory Council Name:

Weekend Number:

Weekend Date: Month: - Day: - Year:

Co-Weekend Leader's Name:	<input style="width: 90%;" type="text"/>	
Phone:	<input style="width: 90%;" type="text"/>	Email Address: <input style="width: 90%;" type="text"/>
Co-Weekend Leader's Name:	<input style="width: 90%;" type="text"/>	
Phone:	<input style="width: 90%;" type="text"/>	Email Address: <input style="width: 90%;" type="text"/>
Observing Leader's Name:	<input style="width: 90%;" type="text"/>	
Phone:	<input style="width: 90%;" type="text"/>	Email Address: <input style="width: 90%;" type="text"/>
Advising Leader's Name:	<input style="width: 90%;" type="text"/>	
Phone:	<input style="width: 90%;" type="text"/>	Email Address: <input style="width: 90%;" type="text"/>

1. Introductory Information

(Please check or fill in the correct answer. Comments are required for all 'No' and 'NA' answers.)

1. Are all Standard Advisory Council Positions filled?	Yes No	ACOP: Pages 7 - 19 Manual: Pages 7,8
Comment: <input style="width: 95%;" type="text"/>		
2. How many inside Volunteers were on the Torch Weekend?	<input style="width: 60px;" type="text"/>	Pages 41, 32
Comment: <input style="width: 95%;" type="text"/>		
3. How many new Volunteers were on the Torch Weekend?	<input style="width: 60px;" type="text"/>	Page 41
Comment: <input style="width: 95%;" type="text"/>		
4. How many Participants started the Weekend?	<input style="width: 60px;" type="text"/>	Page 32
Comment: <input style="width: 95%;" type="text"/>		
5. How many Participants completed the Weekend?	<input style="width: 60px;" type="text"/>	Pages 25, 34
Comment: <input style="width: 95%;" type="text"/>		
6. How many table families were on the Weekend?	<input style="width: 60px;" type="text"/>	Page 183
Comment: <input style="width: 95%;" type="text"/>		
7. How many Torch Bearers where used on the Weekend?	<input style="width: 60px;" type="text"/>	Page 78 Appendix S
Comment: <input style="width: 95%;" type="text"/>		
8. Did the Leader(s) and Team respect confidentiality during all aspects of the Kairos Ministry?	Yes No	Pages 89, 96, 98, 107, 152, 185, 202
Comment: <input style="width: 95%;" type="text"/>		

Category Comments:

2. PRE-WEEKEND: Leadership Training and Development

(Please check or fill in the correct answer. Comments are required for all 'No' and 'NA' answers.)

1. Were Program Manuals, Mentor's Guides and DVD/Ezra used by the Leader to prepare the Team?	Yes No	Pages 3-4, 80-84
Comment: <input style="width: 95%;" type="text"/>		
2. Were the Team Leader(s) approved by the State Chapter Committee?	Yes No	

2. Were the Team Leader(s) approved by the State Chapter Committee?	Yes No	Page 38
Comment: <input type="text"/>		
3. Did the Team Leader(s) attend an Advanced Kairos Training (AKT)?	Yes No	Page 38
AKT Date:		
Year: <input type="text"/> Month: <input type="text"/> Day: <input type="text"/>		
Comment: <input type="text"/>		
4. Were all inside leadership positions filled by qualified Volunteers as defined by the Program Manual?	Yes No	Pages 41 - 43
Comment: <input type="text"/>		
5. Did the Team Leader(s) select qualified Volunteers that are committed to mentoring?	Yes No	Pages 17, 107
Comment: <input type="text"/>		
6. Have all Mentors received mentor training?	Yes No	Pages 80, 91
Comment: <input type="text"/>		

Category Comments:

3. PRE-WEEKEND: Team Composition and Formation

(Please check or fill in the correct answer. Comments are required for all 'No' and 'NA' answers.)

1. Has the Team Leader(s) served in this capacity only once?	Yes No	Page 39
Comment: <input type="text"/>		
2. Was at least one of the Team Leaders of the same gender as the Participants?	Yes No	Page 39
Comment: <input type="text"/>		
3. Did the Team Leader(s) conduct the two Core Team Meetings?	Yes No	Pages 87 - 90
Comment: <input type="text"/>		
4. Were at least 1/3 of the Team first-time members?	Yes No	Page 41
Comment: <input type="text"/>		
5. Did the Team Leader(s) adhere to the '3 on 1 off' rule in picking the Team?	Yes No	Page 41 (implied)
Comment: <input type="text"/>		
6. Was there a minimum of 40 actual hours of Team Formation?	Yes No	Pages 91 and 93
Comment: <input type="text"/>		
7. Did all Team Members attend at least 75% of Team Meetings?	Yes No	Pages 47 and 107
Comment: <input type="text"/>		
8. How many Team Members attended the 2nd Team Meeting?	<input type="text"/>	Pages 47 and 107
Comment: <input type="text"/>		
9. Were all talks previewed per outline and within the time limit according to the Program Manual?	Yes No	Pages 156 to 168
Comment: <input type="text"/>		
10. Were all meditations previewed per outline and within the time limit according to the Program Manual?	Yes No	Pages 68 to 70 and 163
Comment: <input type="text"/>		
11. Were Team Members trained in DOC and institutional rules/guidelines, especially security requirements? (Click NA if not done by the facility.)	Yes No NA	Page 98
Comment: <input type="text"/>		
12. Were all Team Members cleared by Kairos Torch Office (check Kairos website)	Yes No	Page 41
Comment: <input type="text"/>		

Category Comments:

4. WEEKEND: Program Implementation

(Please check or fill in the correct answer. Comments are required for all 'No' and 'NA' answers.)

1. Did all Team Members stay for the entire Weekend?	Yes No	Page 43
Comment: <input type="text"/>		
2. Was the minimum required number of ordained clergy present all Weekend?	Yes No	Page 43 (implied)
Comment: <input type="text"/>		
3. Was the Program conducted as specified in the Program Manual?	Yes No	Pages 179 to 262
Comment: <input type="text"/>		
4. Was the Weekend conducted over a continuous 2½ Day period with no avoidable interruptions?	Yes No	Pages 179 to 262
Comment: <input type="text"/>		
5. Were all Participants selected by the Chaplain or Volunteer Coordinator using the guidelines in the Program Manual?	Yes No	Page 25
Comment: <input type="text"/>		
6. Was the Music Team effective in a manner consistent with the Program Manual and licensing requirements?	Yes No	Page 65
Comment: <input type="text"/>		
7. Was the Lite N' Lively Leader prepared with appropriate win-win activities throughout the Weekend?	Yes No	Pages 61 to 62
Comment: <input type="text"/>		
8. Were all Participants hosted by a single Team Member to accomplish 1-to-1 guide assignments?	Yes No	Page 79
Comment: <input type="text"/>		
9. Was general and personal agape received and used during the Weekend?	Yes No	Page 33
Comment: <input type="text"/>		
10. Did the Team Leader(s) hold all Team Meetings during the Weekend?	Yes No	Pages 180 and 192
Comment: <input type="text"/>		
11. Creation DVD: Was the current (most up to date) DVD used?	Yes No	Page 188
Comment: <input type="text"/>		
12. Creation DVD: Were names or pictures of the participants used in the presentation?	Names Pictures Both	Page 33
Comment: <input type="text"/>		
13. Saturday: Were all Talks and Meditations presented according to the Program Manual? (content and time limit)	Yes No	Pages 204 to 234
Comment: <input type="text"/>		
1. Talk: Get Real Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit?	Yes - No Yes - No	Page 204
Comment: <input type="text"/>		
2. Talk: You Are Not Alone Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit?	Yes - No Yes - No	Page 211
Comment: <input type="text"/>		
3. Talk: Who Ya Gonna Trust? Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit?	Yes - No Yes - No	Page 216
Comment: <input type="text"/>		
4. Talk: Walled Off		

4. Talk: Walled Off Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit? Comment: <input type="text"/>	Yes - No Yes - No	Page 224
5. Mask Meditation: I Don't Need Anyone Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit? Comment: <input type="text"/>	Yes - No Yes - No	Page 209
6. Mask Meditation: Religious Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit? Comment: <input type="text"/>	Yes - No Yes - No	Page 209
7. Mask Meditation: King Of The Hill Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit? Comment: <input type="text"/>	Yes - No Yes - No	Page 218
8. Mask Meditation: Victim Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit? Comment: <input type="text"/>	Yes - No Yes - No	Page 219
9. Mask Meditation: Laughter Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit? Comment: <input type="text"/>	Yes - No Yes - No	Page 222
10. Mask Meditation: Anger Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit? Comment: <input type="text"/>	Yes - No Yes - No	Page 222
11. Father Forgiveness Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit? Comment: <input type="text"/>	Yes - No Yes - No	Pages 153 to 154 233 to 234
14. Sunday: Were all Talks and Meditations presented according to the Program Manual? (content and time limit) Comment: <input type="text"/>	Yes No	Pages 244 to 250
1. Talk: God's Squad – Stickin' Together Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit? Comment: <input type="text"/>	Yes - No Yes - No	Pages 244 to 245
2. Talk: Choices Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit? Comment: <input type="text"/>	Yes - No Yes - No	Pages 249 to 250
15. Did Table Family Chapel visits take place? Comment: <input type="text"/>	Yes No	Pages 239 to 240
16. Was the Forgiveness Service conducted according to the Program Manual? Comment: <input type="text"/>	Yes No	Pages 153 to 154, 195 to 197 230 to 234

17. Were free-world guests in attendance at the Closing?	Yes No NA	Page 32
Comment:	<input type="text"/>	
18. Was a KO Representative available to speak at Closing?	Yes No	Page 32
Comment:	<input type="text"/>	
19. Was the Closing conducted according to the Program Manual?	Yes No	Pages 259 to 262
Comment:	<input type="text"/>	

Category Comments:

5. POST-WEEKEND: Continuing Ministry
 (Please check or fill in the correct answer. Comments are required for all 'No' and 'NA' answers.)

1. Have weekly/biweekly Mentoring Meetings been conducted according to the Program Manual using the Mentor's Guides prior to this weekend? (Please click NA when this is a Number 1 Weekend)	Yes No NA	Pages 263 to 266
Comment:	<input type="text"/>	
2. Have previous Monthly Reunions been conducted in a way consistent with the Program Manual? (Please click NA when this is a Number 1 Weekend)	Yes No NA	Page 267
Comment:	<input type="text"/>	
3. Will each Weekend Participant be mentored one-to-one in a group setting?	Yes No	Page 80 to 84
Comment:	<input type="text"/>	

Category Comments:

6. POST-WEEKEND: Reports
 (Please check or fill in the correct answer. Comments are required for all 'No' and 'NA' answers.)

1. Did the Team Leader(s) collect all Team Formation and Weekend Evaluations?	Yes No	Appendix A and B
Comment:	<input type="text"/>	
2. Did the Team Leader(s) submit the Weekend Leader's Report for proper distribution in a timely manner?	Yes No	Pages 41 and 48
Comment:	<input type="text"/>	
3. On average, how many Kairos Residents attend weekly/biweekly mentoring?	<input type="text"/>	Pages 80 to 84
Comment:	<input type="text"/>	
4. On average, how many Kairos Volunteers serve as mentors?	<input type="text"/>	Pages 80 to 84
Comment:	<input type="text"/>	
5. On average, how many Kairos residents attend the monthly reunions?	<input type="text"/>	
Comment:	<input type="text"/>	

Category Comments:

Once you have completed this form, please e-mail it to the State Chair or the designee. Once you send this form you will have completed your part of the Excellence Initiative.