

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 type="text"/> |                                     |
| Phone:                    | <input type="text"/> | Email Address: <input type="text"/> |
| Co-Weekend Leader's Name: | <input type="text"/> |                                     |
| Phone:                    | <input type="text"/> | Email Address: <input type="text"/> |
| Observing Leader's Name:  | <input type="text"/> |                                     |
| Phone:                    | <input type="text"/> | Email Address: <input type="text"/> |
| Advising Leader's Name:   | <input type="text"/> |                                     |
| Phone:                    | <input type="text"/> | Email Address: <input type="text"/> |

1. Introductory Information

(Please circle your answer 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<br>Manual: Pages 7,8 |
| Comment: <input type="text"/>                            |                      |   |
| 2. How many inside Volunteers were on the Torch Weekend? | <input type="text"/> | Pages 41, 32                            |
| Comment: <input type="text"/>                            |                      |   |
| 3. How many new Volunteers were on the Torch Weekend?    | <input type="text"/> | Page 41                                 |
| Comment: <input type="text"/>                            |                      |   |
| 4. How many Participants started the Weekend?            | <input type="text"/> | Page 32                                 |
| Comment: <input type="text"/>                            |                      |   |
| 5. How many Participants completed the Weekend?          | <input type="text"/> | Pages 25, 34                            |
| Comment: <input type="text"/>                            |                      |   |
| 6. How many table families were on the Weekend?          | <input type="text"/> | Page 183                                |
| Comment: <input type="text"/>                            |                      |   |
| 7. How many Torch Bearers were used on the Weekend?      |                      |   |

Comment:

Appendix S

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:

Category Comments:

2. PRE-WEEKEND: Leadership Training and Development

(Please circle your answer 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:

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:

3. Did the Team Leader(s) attend an Advanced Kairos Training (AKT)?

Yes | No

AKT Date:

Year:  | Month:  | Day:

Page 38

Comment:

4. Were all inside leadership positions filled by qualified Volunteers as defined by the Program Manual?

Yes | No

Pages 41 - 43

Comment:

5. Did the Team Leader(s) select qualified Volunteers that are committed to mentoring?

Yes | No

Pages 17, 107

Comment:

6. Have all Mentors received mentor training?

Yes | No

Pages 80, 91

Comment:

Category Comments:

3. PRE-WEEKEND: Team Composition and Formation

(Please circle your answer 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?<br>(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:

Category Comments:

4. WEEKEND: Program Implementation

(Please circle your answer 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:

2. Was the minimum required number of ordained clergy present all Weekend?

Yes | No

Page 43  
(implied)

Comment:

3. Was the Program conducted as specified in the Program Manual?

Yes | No

Pages 179 to  
262

Comment:

4. Was the Weekend conducted over a continuous 2½ Day period with no avoidable interruptions?

Yes | No

Pages 179 to  
262

Comment:

5. Were all Participants selected by the Chaplain or Volunteer Coordinator using the guidelines in the Program Manual?

Yes | No

Page 25

Comment:

6. Was the Music Team effective in a manner consistent with the Program Manual and licensing requirements?

Yes | No

Page 65

Comment:

7. Was the Lite N' Lively Leader prepared with appropriate win-win activities throughout the Weekend?

Yes | No

Pages 61 to 62

Comment:

8. Were all Participants hosted by a single Team Member to accomplish 1-to-1 guide assignments?

Yes | No

Page 79

Comment:

9. Was general and personal agape received and used during the Weekend?

Yes | No

Page 33

|  |  |                      |                   |
|--|--|----------------------|-------------------|
| Comment:   |  |                      |                   |
| 10. Did the Team Leader(s) hold all Team Meetings during the Weekend?  |  | Yes   No             | Pages 180 and 192 |
| Comment:   |  |                      |                   |
| 11. Creation DVD: Was the current (most up to date) DVD used?  |  | Yes   No             | Page 188          |
| Comment:   |  |                      |                   |
| 12. Creation DVD: Were names or pictures of the participants used in the presentation?   |  | Names   Pictures     | Page 33           |
| Comment:   |  |                      |                   |
| 13. Saturday: Were all Talks and Meditations presented according to the Program Manual (content and time limit)?   |  | Yes   No             | Pages 204 to 234  |
| Comment:   |  |                      |                   |
| 1. Talk: Get Real<br>Was the Talk presented according to the Program Manual?<br>Was the Talk completed within the Time Limit?<br>Comment:                          |  | Yes - No<br>Yes - No | Page 204          |
|  |  |                      |                   |
| 2. Talk: You Are Not Alone<br>Was the Talk presented according to the Program Manual?<br>Was the Talk completed within the Time Limit?<br>Comment:                 |  | Yes - No<br>Yes - No | Page 211          |
|  |  |                      |                   |
| 3. Talk: Who Ya Gonna Trust?<br>Was the Talk presented according to the Program Manual?<br>Was the Talk completed within the Time Limit?<br>Comment:               |  | Yes - No<br>Yes - No | Page 216          |
|  |  |                      |                   |
| 4. Talk: Walled Off<br>4. Talk: Walled Off<br>Was the Talk presented according to the Program Manual?<br>Was the Talk completed within the Time Limit?<br>Comment: |  | Yes - No<br>Yes - No | Page 224          |
|  |  |                      |                   |
| 5. Mask Meditation: I Don't Need Anyone<br>Was the Talk presented according to the Program Manual?<br>Was the Talk completed within the Time Limit?<br>Comment:    |  | Yes - No<br>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:

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:

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:

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:

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:

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:

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)

Yes | No  
Pages 244 to 250

Comment:

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:

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:

Yes - No  
Yes - No

Pages 249 to 250

15. Did Table Family Chapel visits take place?

Yes | No

Pages 239 to 240

Comment:

16. Was the Forgiveness Service conducted according to the Program Manual?

Yes | No

Pages 153 to 154, 195 to 197  
230 to 234

Comment:

17. Were free-world guests in attendance at the Closing?

Yes | No | NA

Page 32

Comment:

18. Was a KO Representative available to speak at Closing?

Yes | No

Page 32

Comment:

19. Was the Closing conducted according to the Program Manual?

Yes | No

Pages 259 to 262

Comment:

Category Comments:

5. POST-WEEKEND: Continuing Ministry

(Please circle your answer 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:

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:

3. Will each Weekend Participant be mentored one-to-one in a group setting?

Yes | No

Page 80 to 84

Comment:

Category Comments:

6. POST-WEEKEND: Reports

(Please circle your answer 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:

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:

3. On average, how many Kairos Residents attend weekly/biweekly mentoring?

Comment:

Pages 80 to 84

4. On average, how many Kairos Volunteers serve as mentors?

Comment:

Pages 80 to 84

5. On average, how many Kairos residents attend the monthly reunions?

Comment:

Category Comments: