

**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: 100%;" type="text"/>	
Phone:	<input style="width: 100%;" type="text"/>	Email Address: <input style="width: 100%;" type="text"/>
Co-Weekend Leader's Name:	<input style="width: 100%;" type="text"/>	
Phone:	<input style="width: 100%;" type="text"/>	Email Address: <input style="width: 100%;" type="text"/>
Observing Leader's Name:	<input style="width: 100%;" type="text"/>	
Phone:	<input style="width: 100%;" type="text"/>	Email Address: <input style="width: 100%;" type="text"/>
Advising Leader's Name:	<input style="width: 100%;" type="text"/>	
Phone:	<input style="width: 100%;" type="text"/>	Email Address: <input style="width: 100%;" 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? Comment: <input style="width: 500px;" type="text"/>	Yes   No	ACOP: Pages 10- 19 Manual: Pages 20
2. How many inside Volunteers were on the Torch Weekend? Comment: <input style="width: 500px;" type="text"/>	<input style="width: 60px;" type="text"/>	Pages 44, 53
3. How many new Volunteers were on the Torch Weekend? Comment: <input style="width: 500px;" type="text"/>	<input style="width: 60px;" type="text"/>	Pages 53-54
4. How many Participants started the Weekend? Comment: <input style="width: 500px;" type="text"/>	<input style="width: 60px;" type="text"/>	Page 44
5. How many Participants completed the Weekend? Comment: <input style="width: 500px;" type="text"/>	<input style="width: 60px;" type="text"/>	Page 37
6. How many table families were on the Weekend? Comment: <input style="width: 500px;" type="text"/>	<input style="width: 60px;" type="text"/>	Pages 195, 204
7. How many Torch Bearers where used on the Weekend? Comment: <input style="width: 500px;" type="text"/>	<input style="width: 60px;" type="text"/>	Pages 90 Appendix R
8. Did the Leader(s) and Team respect confidentiality during all aspects of the Kairos Ministry? Comment: <input style="width: 500px;" type="text"/>	Yes   No	Pages 7,101, 104, 108, 163, 197

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? Comment: <input style="width: 500px;" type="text"/>	Yes   No	Pages 10, 14 92-96
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2. Were the Team Leader(s) approved by the State Chapter Committee?	Yes   No	Page 51
Comment: <input type="text"/>		
3. Did the Team Leader(s) attend an Advanced Kairos Training (AKT)?	Yes   No	Page 51
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 53-56
Comment: <input type="text"/>		
5. Did the Team Leader(s) select qualified Volunteers that are committed to mentoring?	Yes   No	Pages 28-29, 119
Comment: <input type="text"/>		
6. Have all Mentors received mentor training?	Yes   No	Pages 92, 104
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 51
Comment: <input type="text"/>		
2. Was at least one of the Team Leaders of the same gender as the Participants?	Yes   No	Page 51
Comment: <input type="text"/>		
3. Did the Team Leader(s) conduct the two Core Team Meetings?	Yes   No	Pages 98-102
Comment: <input type="text"/>		
4. Were at least 1/3 of the Team first-time members?	Yes   No	Pages 53-54
Comment: <input type="text"/>		
5. Did the Team Leader(s) adhere to the '3 on 1 off' rule in picking the Team?	Yes   No	Pages 8, 53
Comment: <input type="text"/>		
6. Was there a minimum of 40 actual hours of Team Formation?	Yes   No	Pages 6, 56, 58, 103
Comment: <input type="text"/>		
7. Did all Team Members attend at least 75% of Team Meetings?	Yes   No	Page 58
Comment: <input type="text"/>		
8. How many Team Members attended the 2nd Team Meeting?	<input type="text"/>	Pages 10, 98, 125-128
Comment: <input type="text"/>		
9. Were all talks previewed per outline and within the time limit according to the Program Manual?	Yes   No	Pages 169-173, 180-181
Comment: <input type="text"/>		
10. Were all meditations previewed per outline and within the time limit according to the Program Manual?	Yes   No	Page 174
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 110
Comment: <input type="text"/>		
12. Were all Team Members cleared by Kairos Torch Office (check Kairos website)	Yes   No	Pages 53-54
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? Comment: <input type="text"/>	Yes   No	Page 55
2. Was the minimum required number of ordained clergy present all Weekend? Comment: <input type="text"/>	Yes   No	Page 56 (implied)
3. Was the Program conducted as specified in the Program Manual? Comment: <input type="text"/>	Yes   No	Pages 3, 11, 191-272
4. Was the Weekend conducted over a continuous 2½ Day period with no avoidable interruptions? Comment: <input type="text"/>	Yes   No	Pages 191-272
5. Were all Participants selected by the Chaplain or Volunteer Coordinator using the guidelines in the Program Manual? Comment: <input type="text"/>	Yes   No	Page 37
6. Was the Music Team effective in a manner consistent with the Program Manual and licensing requirements? Comment: <input type="text"/>	Yes   No	Pages 77-78
7. Was the Lite N' Lively Leader prepared with appropriate win-win activities throughout the Weekend? Comment: <input type="text"/>	Yes   No	Pages 72-73
8. Were all Participants hosted by a single Team Member to accomplish 1-to-1 guide assignments? Comment: <input type="text"/>	Yes   No	Page 91
9. Was general and personal agape received and used during the Weekend? Comment: <input type="text"/>	Yes   No	Page 44
10. Did the Team Leader(s) hold all Team Meetings during the Weekend? Comment: <input type="text"/>	Yes   No	Pages 103-183
11. Creation DVD: Was the current (most up to date) DVD used? Comment: <input type="text"/>	Yes   No	Page 184
12. Creation DVD: Were names or pictures of the participants used in the presentation? Comment: <input type="text"/>	Names   Pictures Both	Page 184
13. Saturday: Were all Talks and Meditations presented according to the Program Manual? (content and time limit) Comment: <input type="text"/>	Yes   No	Pages 215-238
1. Talk: Get Real 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 215-218
2. Talk: You Are Not Alone 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
3. Talk: Who Ya Gonna Trust? 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 227-228

4. Talk: Walled Off Was the Talk presented according to the Program Manual? Was the Talk completed within the Time Limit? Comment:	Yes - No Yes - No	Pages 235-238
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:	Yes - No Yes - No	Page 220
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 220
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 229
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 230
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 232
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 232
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 206-207 242-243
14. Sunday: Were all Talks and Meditations presented according to the Program Manual? (content and time limit) Comment:	Yes   No	Pages 254-260
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 254-255
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 259-260
15. Did Table Family Chapel visits take place? Comment:	Yes   No	Pages 250
16. Was the Forgiveness Service conducted according to the Program Manual? Comment:	Yes   No	Pages 206-209

17. Were free-world guests in attendance at the Closing?	Yes   No   NA	Page 44
Comment:	<input type="text"/>	
18. Was a KO Representative available to speak at Closing?	Yes   No	Page 44
Comment:	<input type="text"/>	
19. Was the Closing conducted according to the Program Manual?	Yes   No	Pages 269-272
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 273-283
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 284
Comment:	<input type="text"/>	
3. Will each Weekend Participant be mentored one-to-one in a group setting?	Yes   No	Pages 92-96
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 11, 53, 60, 256
Comment:	<input type="text"/>	
3. On average, how many Kairos Residents attend weekly/biweekly mentoring?	<input type="text"/>	Pages 92-96
Comment:	<input type="text"/>	
4. On average, how many Kairos Volunteers serve as mentors?	<input type="text"/>	Pages 92-
Comment:	<input type="text"/>	
5. On average, how many Kairos residents attend the monthly reunions?	<input type="text"/>	Pages 284
Comment:	<input type="text"/>	

Category Comments:

Once you have completed this form, go to [www.KairosEI.com](http://www.KairosEI.com) and log in as the "Entry Person" to fill out your report on line. Make sure to watch the tutorial video for the "Entry Person."