

Unit: _____ **Advising Leader Name:** _____.

#	Yes	No	Item	Page & paragraph Reference
<i>I. Team Composition</i>				
1			Are there 3 team members per table family?	III-4, #1
2			Are there a minimum of 3 “qualified” clergy on the team? ▪ See page II-20 for qualifications	II-22
3			Does the team have an ecumenical balance?	III-4, #1
4			Does the team include representation from racial minorities?	II-23, C.3
5			Are at least 1/3 of the team members new (1 st -time)?	III-5, #5
6			Do all the team members meet minimum requirements? ▪ Worshipping regularly in church? ▪ Regularly participating in a Prayer & Share, Reunion or Accountability group? ▪ Attended 3-day short course or alternate qualifications?	III-16-17
7			Have all team members served three consecutive weekends or fewer?	III-5, #5
<i>II. Team Formation</i>				
8			Did the team participate in a minimum of 34 hours of team formation activities?	III-45, H.1
9			Did each team member attend at least 75% of team meetings?	III-42, 6.1
<i>III. Team Leadership</i>				
10			Does the team have a Weekend Leader, Advising Leader and Observing Leader?	III-18 & 25
11			Has the Leader completed Advanced Kairos Training and been approved by the State Committee?	III-18 & III-13
12			Are all other key / core leadership positions filled? ▪ Inside Coordinator ▪ Head Servant ▪ Agape Coordinator ▪ Music Leader ▪ Support Team / Kitchen Leader	III-17/18 & 25/26
13			Do all leadership positions (see preceding question) know their	III-44, G.7 & III-46,

			assignments and what the assignments entail?	H.2.e
<i>IV. Team Behavior</i>				
14			Does the team comply with all institutional rules and guidelines (especially security)?	II-3, A.2; III-13, B.3; III-47, H.2.g
15			Does the team avoid activities that divide? ▪ See page III-4 for some of these activities.	III-4, #6 & 7
16			Does the team dress in humility (modest with no Kairos logos)?	III-5, #2
17			Do all team members stay for the entire weekend?	III-5, #3
<i>V. Conduct of the Weekend</i>				
18			Was the weekend conducted over a continuous 4-day period?	I-4, D.1
19			Is the program conducted in sequence?	III-9, #3
20			Did the team refrain from adding or substituting activities during the weekend?	III-9, #3
21			Are all activities conducted within time constraints?	IV-2
22			Did the team share each meal with residents?	IV-37, 90, 134
23			Does each participant wear a name tag?	IV-7
24			Was a group photo taken and distributed to all participants and team members?	IV-36
25			Were residents supplied with all necessary supplies (including Freedom Guides, notebooks and pens / pencils)?	IV-28, item #4
26			Were all participants selected according to established procedures (1 st – timers only – no repeats)?	II-5
27			Do all Weekend graduates assisting as servants remain in the background when not serving?	III-39
<i>VI. Talks</i>				
28			Have all talks been previewed?	III-5, #6
29			Did the table families discuss each talk?	IV-36+++
30			Did the table families prepare a poster for each talk (where a poster is required)?	IV-36+++
31			Was each of the meditations and homilies rehearsed?	III-48

<i>VII. Music</i>			
32		Is there an effective Music Team?	III-36, E.6.a
33		Does the Music Leader select appropriate music?	III-8, #4
34		Does the Music Team use a legal songbook or other legal means of providing music?	III-38, E.6.b
35		Did the Music Team lead in singing the <i>Blessing Before / After Meals</i> for each meal?	IV-37+++
<i>VIII. Hosts</i>			
36		Is a weekend host assigned to each participant?	III-28, E.2.d
37		Are any first-time team-members assigned as host for more than one resident?	III-29
38		Are key leaders (Leader, Observing Leader, Inside Coordinator & Head Servant) exempt from serving as weekend hosts?	III-28
<i>IX. Agape</i>			
39		Is general agape used (placemats, posters, prayer vigil charts, etc.)?	III-32, E.4.d
40		Is agape from outside groups available for the <i>We are not Alone</i> talk?	III-32, E.4.d
41		Is personal agape provided (letters from team members)?	III-34, E.4.a
<i>X. Weekend Activities - Thursday</i>			
42		Did the Leader hold a team meeting before departing for the prison or at the prison before residents arrive?	IV-7 & 17
43		Were the Leader's opening talk and introductions accomplished following the script?	IV-21
44		Were <u>Freedom Guides</u> distributed to all participants?	IV-8
45		Did the Clergy give the meditations following the script? <ul style="list-style-type: none"> ▪ Know Yourself ▪ I Chose You ▪ Prodigal Son 	IV-10, 13 & 14
46		Were the Leader's Closing Talk and Night Prayer given in accordance with the script?	IV-8 & 29
47		Were residents supplied with bags of cookies (where allowed)?	IV-8
48		Did the Leader hold a team meeting at the end of the evening?	IV-30

<i>XI. Weekend Activities - Friday</i>				
49			Do team hosts greet participants upon arrival?	IV-35
50			Was the morning chapel program conducted per the script? <ul style="list-style-type: none"> ▪ Morning prayers ▪ 3 Encounters with Christ 	IV-35 & 70
51			Was the speaker for the <i>Choices</i> talk obedient to the talk outline?	IV-40
52			Was the speaker for the <i>You Are Not Alone</i> talk obedient to the talk outline?	IV-46
53			Was the speaker for the <i>Friendship With God</i> talk obedient to the talk outline?	IV-51
54			Was the afternoon chapel program conducted per the script? <ul style="list-style-type: none"> ▪ Lord's Prayer & Jesus & the Thief ▪ Old Testament reading & Epistle & Gospel ▪ Clergy Homily 	IV-36/37
55			Was the speaker for the <i>Church</i> talk obedient to the talk outline?	IV-55
56			Was the speaker for the <i>Opening the Door</i> talk obedient to the talk outline?	IV-61
57			Was the evening chapel program conducted per the script? <ul style="list-style-type: none"> ▪ Leader's Prayer ▪ Psalm 100 ▪ Spiritual counseling directions 	IV-38, 76 & 77
58			Did the Observing Leader conduct an affirming review of posters and summaries ("poster party")?	IV-38
59			Was the closing chapel program conducted per the script? <ul style="list-style-type: none"> ▪ Leader's end-of-day summary ▪ <i>Accepting God's Forgiveness</i> meditation ▪ Evening prayer 	IV-38/39 & 79
60			Were residents supplied with bags of cookies (where allowed)?	IV-39
61			Did the Leader hold a team meeting at the end of the evening?	IV-88
<i>XII. Weekend Activities - Saturday</i>				
62			Do team Hosts greet participants upon arrival?	IV-35
63			Was the morning chapel program conducted per the script? <ul style="list-style-type: none"> ▪ Morning prayer & Epistle ▪ <i>Who is Christ?</i> meditation ▪ Forgiveness of Others, Part I 	IV-89, 109 & 113

64			Was the speaker for the <i>Discovery</i> talk obedient to the talk outline?	IV-89
65			Was the chapel program conducted per the script? <ul style="list-style-type: none"> ▪ Leader's talk on chapel visits ▪ Prayer of St. Francis 	IV-90 & 127
66			Was the speaker for the <i>Action</i> talk obedient to the talk outline?	IV-99
67			Did the participants receive personal agape?	IV-91 & 126
68			Was the afternoon chapel program conducted per the script? <ul style="list-style-type: none"> ▪ <i>The Wall</i> meditation ▪ 1-line prayers of thanksgiving 	IV-91 & 118
69			Was the speaker for the <i>A Christian</i> talk obedient to the talk outline?	IV-105
70			Did the Observing Leader conduct an affirming review of posters and summaries?	IV-92
71			Did the Leader conduct an <i>Open Mike</i> session?	IV-92
72			Was the Forgiveness Ceremony conducted per the script? <ul style="list-style-type: none"> ▪ Prayers ▪ Forgiveness of Others, Part 2 ▪ Forgiveness Wind-up by Clergy 	IV-92/93, 121 & 123
73			Did the team refrain from adding activities such as birthday parties or serenades?	III-9, item #3)
74			Were residents supplied with bags of cookies (where allowed)?	IV-93
75			Did the Leader hold a team meeting at the end of the evening?	IV-132
<i>XIII. Weekend Activities - Sunday</i>				
76			Was the speaker for the <i>Footprints in the Sand</i> talk obedient to the talk outline?	IV-137
77			Did the participants and team members draw and share their story-lines (as appropriate)?	IV-133
78			Was the morning chapel program conducted per the script? <ul style="list-style-type: none"> ▪ Prayers ▪ Epistle & Gospel ▪ <i>Sending Us Forth</i> meditation 	IV-133/134 & 151
79			Was the speaker for the <i>Tomorrow</i> talk obedient to the talk outline?	IV-140
80			Did the participants and team members prepare agape posters per <i>Building the Body</i> ?	IV-134
81			Was the speaker for the <i>Lighting the Way</i> talk obedient to the talk outline?	IV-146

82			Was a Family Prayer Circle conducted?	IV-134
83			Did the Leader give the final talk?	IV-155
84			Are crosses distributed to resident graduates?	IV-57 & 135
<i>XIV. Closing</i>				
85			Does the free-world Christian community attend the Closing?	III-50, E.1 & IV-159
86			Is a “separation” maintained between free-world visitors and residents?	III-50, E.1 & IV-159
87			Are residents given an opportunity to share their responses to the three questions?	IV-158
88			Does the Leader introduce distinguished guests?	IV-57
89			Does a participant from a previous Kairos weekend (graduate) give a talk of encouragement?	III-39, E.7 & IV-159
90			Is the Chaplain invited to make remarks?	IV-160
<i>XV. Follow-up</i>				
91			Did the Leader submit the Weekend Report in a timely manner?	EZRA

Kairos Inside Excellence Initiative

Scoring the Compliance Checklist.

Program Area	Potential Score	Actual Score	Remarks
I. Team Composition	7		
II. Team Formation	2		
III. Team Leadership	4		
IV. Team Behavior	4		
V. Conduct of the Weekend	10		
VI. Talks	4		
VII. Music	4		
VIII. Hosts	3		
IX. Agape	3		
X. Weekend Activities - Thursday	7		
XI. Weekend Activities - Friday	13		
XII. Weekend Activities - Saturday	14		
XIII. Weekend Activities - Sunday	9		
XIV. Closing	6		
XV. Follow-up	1		
<i>Total</i>	91		Assessment (see criteria below):

Assessment:

0% - 85%: marginal

86% - 90%: meets minimum standard

91% - 95%: substantial compliance

96% - 99%: compliant program

100%: program excellence