



## KAIROS OUTSIDE EXCELLENCE INITIATIVE CHECKLIST

Section	Position	Action		Comments
<b>STATE</b>	<b>KO #</b>	<b>LOCATION</b>	<b>DATE</b>	
<b>ADVISORY COUNCIL</b>	<Chairman's Name & Contact Information>	Are all positions on the Advisory Council filled? (ACOP Document & Org. ( P 22)	<input type="checkbox"/> Y <input type="checkbox"/> N	
<b>TEAM LEADERSHIP</b>	Name of Leader:			
	Name of Observing Leader #1			
	Name of Observing Leader #2			
<b>THE TEAM</b>	<b>LEADER</b>	1. Leader previously served as Observing Leader? KO MANUAL CH4, P44	<input type="checkbox"/> Y <input type="checkbox"/> N	
		2. Leader received Advanced KO Training within the required time to lead the KO weekend? KO MANUAL CH4, P45	<input type="checkbox"/> Y <input type="checkbox"/> N	
		3. Leader picked the Team Members? KO MANUAL CH4, P 51, 169; CH 6, P 169	<input type="checkbox"/> Y <input type="checkbox"/> N	
		4. Leader conducted the required Team Formation Meetings? KO MANUAL CH7, P179	<input type="checkbox"/> Y <input type="checkbox"/> N	
		5. Leader assigned talks and team assignments with assistance of the core team? KO MANUAL CH4, P51	<input type="checkbox"/> Y <input type="checkbox"/> N	
		6. Did it appear that the Leader read the KO Manual and had a good understanding of the KO Weekend? KO MANUAL CH4, P50	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		7. Leader only served in this capacity this once? KO MANUAL CH4, P49	<input type="checkbox"/> Y <input type="checkbox"/> N	
		8. Leader followed Kairos policy and the KO Program? KO MANUAL CH3, P31	<input type="checkbox"/> Y <input type="checkbox"/> N	
		9. Leader allowed Team Members to function in their positions? KO MANUAL CH4, P45	<input type="checkbox"/> Y <input type="checkbox"/> N	
		10. Leader consulted with Advising Leader when needed? KO MANUAL CH5, P75-78	<input type="checkbox"/> Y <input type="checkbox"/> N	
		11. Leader was good manager of time? KO MANUAL CH4, P57 - 63	<input type="checkbox"/> Y <input type="checkbox"/> N	
		12. Leader was respectful to Guests, Team and Observer? KO MANUAL CH4, P45	<input type="checkbox"/> Y <input type="checkbox"/> N	
		13. Leader displays a servant's heart? KO MANUAL CH4, P49 -Didn't misuse or abuse her authority-	<input type="checkbox"/> Y <input type="checkbox"/> N	
		14. Leader displays flexibility when needed? KO MANUAL CH4, 45	<input type="checkbox"/> Y <input type="checkbox"/> N	
		15. Leader set the example of vulnerability, openness? KO MANUAL CH4, P45	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		16. Leader delegated appropriate task to the Core Team? KO MANUAL CH4, P47,50 CH5,P65	<input type="checkbox"/> Y <input type="checkbox"/> N	
		17. Once the tasks were delegated, did the Leader allow the person(s) room and encouragement to accomplish the tasks? CH4, P45	<input type="checkbox"/> Y <input type="checkbox"/> N	
		18. Once the tasks were completed, did the Leader praise or gently suggest improvement? CH4, P45	<input type="checkbox"/> Y <input type="checkbox"/> N	
		19. Leader used proper KO terminology & methodology? KO MANUAL CH4, P50	<input type="checkbox"/> Y <input type="checkbox"/> N	
		20. Leader selected qualified volunteers that are committed to supporting guests? KO MANUAL CH4, P51 - 53	<input type="checkbox"/> Y <input type="checkbox"/> N	
		21. Leader worked well with Spiritual Director(s)? KO MANUAL CH5, P93	<input type="checkbox"/> Y <input type="checkbox"/> N	
		22. Both by example and by verbal instruction, the Leader instilled the constant direction to the team always to follow the 4L's: LISTEN, LISTEN, LOVE, LOVE? KO MANUAL CH4, P53	<input type="checkbox"/> Y <input type="checkbox"/> N	
		23. Leader used EZRA? CH4, P50-51	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>ADVISING LEADER</b>	24. Was there an Advising Leader present? KO MANUAL CH4, P55	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		25. Had Advising Leader previously served as Leader? KO MANUAL CH5, P75	<input type="checkbox"/> Y <input type="checkbox"/> N	
		26. Did the Advising Leader assist Leader with questions and problems? KO MANUAL CH5, P75	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>OBSERVING LEADER # 1</b>	27. Was the Observing Leader attentive and kept informed as to what was taking place during the KO Weekend? KO MANUAL CH5, P79 - 86	<input type="checkbox"/> Y <input type="checkbox"/> N	
		28. Did OL#1 take care of all the needs of guests regarding contact, special diets, transportation, love letters and child care? KO MANUAL CH5, P79-86	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>OBSERVING LEADER #2</b>	29. Was an effective timekeeper? KO MANUAL CH5, P87	<input type="checkbox"/> Y <input type="checkbox"/> N	
		30. Did she take speakers to be prayed over in a timely manner? KO MANUAL CH5, P89	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>SPIRITUAL DIRECTORS (CLERGY)</b>	31. Were there two Spiritual Directors? KO MANUAL CH5, P91	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		32. Spiritual Director(s) provided the Leader or Advisory Council with their credentials and Clergy questionnaire? KO MANUAL CH5, P91-92	<input type="checkbox"/> Y <input type="checkbox"/> N	
		33. Was there theological balance among the Clergy? KO MANUAL CH5, P91	<input type="checkbox"/> Y <input type="checkbox"/> N	
		34. Spiritual Director(s) were accessible to the Guests? KO MANUAL CH5, P95-96	<input type="checkbox"/> Y <input type="checkbox"/> N	
		35. Spiritual Director(s) followed the KO manual in selecting one of the three Forgiveness Services from the Manual? KO MANUAL CH5, P95, 98-107	<input type="checkbox"/> Y <input type="checkbox"/> N	
		36. Spiritual Director(s) stayed on common ground? KO MANUAL CH5, P91	<input type="checkbox"/> Y <input type="checkbox"/> N	
		37. Spiritual Director(s) allowed guests to move at their own pace i.e. did not force God on them? KO MANUAL CH 5, P93-96	<input type="checkbox"/> Y <input type="checkbox"/> N	
		38. Were the Spiritual Director(s) careful not to dominate the weekend? KO MANUAL CH 5, P93-96	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>TABLE LEADERS</b>	39. Table Leaders seem to have read the KO manual and understood the heart and goal of the ministry? KO MANUAL CH4, P52	<input type="checkbox"/> Y <input type="checkbox"/> N	
		40. Table Leaders initiated group discussion at their family table? KO MANUAL CH5 P116-117	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		41. Table Leaders allowed Guests the opportunity to express their point of view? KO MANUAL CH5, P116-117	<input type="checkbox"/> Y <input type="checkbox"/> N	
		42. Table Leaders engaged all of the Guests at their table? (none were left out that wanted to participate) KO MANUAL CH5, P116-117	<input type="checkbox"/> Y <input type="checkbox"/> N	
		43. Table Leaders were careful not to be domineering and controlling? KO MANUAL CH5, P116-117	<input type="checkbox"/> Y <input type="checkbox"/> N	
		44. Table Leaders worked in unity with other team members? KO MANUAL CH5, P116-117	<input type="checkbox"/> Y <input type="checkbox"/> N	
		45. Table Leaders showed Guests respect? KO MANUAL CH5, 116-117	<input type="checkbox"/> Y <input type="checkbox"/> N	
		46. Table Leaders displayed the Kairos message by following the 4L's: LISTEN, LISTEN, LOVE, LOVE? KO MANUAL CH5, P120	<input type="checkbox"/> Y <input type="checkbox"/> N	
		47. Table Leaders followed the leadership of the team? KO MANUAL CH5, P116-117	<input type="checkbox"/> Y <input type="checkbox"/> N	
		48. Table Leaders worked well with Leader? KO MANUAL CH5, P117	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>TABLE SERVERS</b>	49. Table Servers made sure the supplies were available for the tables for each activity? KO MANUAL CH5, P127-129	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		50. Table servers served the Guests throughout the whole weekend? KO MANUAL CH5, P127-129	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>MUSIC LEADER</b>	51. Music Leader worked well with Team Leader? KO MANUAL CH5, P109	<input type="checkbox"/> Y <input type="checkbox"/> N	
		52. Was the music an effective part of the Weekend? KO MANUAL CH5, P109-112	<input type="checkbox"/> Y <input type="checkbox"/> N	
		53. What was the source of the music (Kairos songbook, locally-made songbook, purchased songbook, etc)? KO MANUAL CH5, P109-110		
		54. Music was appropriately licensed and correct copyrights obtained? KO MANUAL CH5, P109-110	<input type="checkbox"/> Y <input type="checkbox"/> N	
		55. Music Leader chose the appropriate music for Guests needs? KO MANUAL CH5, P110--111	<input type="checkbox"/> Y <input type="checkbox"/> N	
		56. Music Leader selected songs that were easy to learn and follow? KO MANUAL CH5 ,P110-1111	<input type="checkbox"/> Y <input type="checkbox"/> N	
		57. Music Leader was sensitive to songs that were complimentary to what was taking place at the time? KO MANUAL CH5, P110-111	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		58. Music Leader was diverse in her music choices? KO MANUAL CH5, P110	<input type="checkbox"/> Y <input type="checkbox"/> N	
		59. Music Leader avoided the temptation to entertain? KO MANUAL CH5, P109	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>AGAPE LEADER</b>	60. Agape Leader organized the Agape team during the weekend? KO MANUAL CH5, P131-134	<input type="checkbox"/> Y <input type="checkbox"/> N	
		61. Agape Leader & Team collected, organized and presented personal agape used on the weekend? KO MANUAL CH5, P131-134	<input type="checkbox"/> Y <input type="checkbox"/> N	
		62. Agape Leader made sure the agape was appropriate and plentiful? KO MANUAL CH5, P131-134	<input type="checkbox"/> Y <input type="checkbox"/> N	
		63. Agape Leader made sure items were given out at the proper time? KO MANUAL CH5, P133	<input type="checkbox"/> Y <input type="checkbox"/> N	
		64. Were the "Going Forth" booklets prepared and explained? KO MANUAL CH5, P134	<input type="checkbox"/> Y <input type="checkbox"/> N	
		65. Agape Leader worked well with the Leader? KO MANUAL CH5, P131-134	<input type="checkbox"/> Y <input type="checkbox"/> N	



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	<b>KITCHEN CHEF</b>	66. Kitchen Chef developed menus that were attractive to Guests and acceptable to the team members? KO MANUAL CH5, P138	<input type="checkbox"/> Y <input type="checkbox"/> N	
		67. Kitchen Chef was aware of dietary needs of both Guests and team members? KO MANUAL CH5, P145	<input type="checkbox"/> Y <input type="checkbox"/> N	
		68. Kitchen Chef developed meals that were healthy? KO MANUAL CH5, P138	<input type="checkbox"/> Y <input type="checkbox"/> N	
		69. Did the Kitchen Chef follow a budget? KO MANUAL CH5, P139	<input type="checkbox"/> Y <input type="checkbox"/> N	
		70. Kitchen Chef managed time and Kitchen Staff effectively? KO MANUAL CH5, P138-144	<input type="checkbox"/> Y <input type="checkbox"/> N	
		71. Did the men on the kitchen team act respectfully towards Guests? KO MANUAL CH5, P146-147	<input type="checkbox"/> Y <input type="checkbox"/> N	
		72. Kitchen Chef worked well with Leader? KO MANUAL CH5, P137-141	<input type="checkbox"/> Y <input type="checkbox"/> N	
<b>THE WEEKEND</b>	<b>PREPARATION</b>	73. Team Members were fully prepared and informed on the how's, why's and when's of the weekend? KO MANUAL CH7, P177-184	<input type="checkbox"/> Y <input type="checkbox"/> N	
		74. Team was given the procedures for greeting the guest, greeting time was orderly and effective? KO MANUAL CH9, P226-227	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		75. Team Members were open-minded, unbiased, and flexible with Table Family during discussions? KO MANUAL CH5, P119-126	<input type="checkbox"/> Y <input type="checkbox"/> N	
		76. Team Members allowed Guests to make decision as it related to the table family? (Saturday recap) KO MANUAL CH5, P119-126	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>UNITY</b>	77. Team Members were well bonded and operated as a cohesive Body of Christ? KO MANUAL CH5, P117-184	<input type="checkbox"/> Y <input type="checkbox"/> N	
		78. Team Members treated each other with respect? KO MANUAL CH5, P177	<input type="checkbox"/> Y <input type="checkbox"/> N	
		79. Team Members valued the Guests and treated them and their opinions with respect? KO MANUAL CH5, P119-126	<input type="checkbox"/> Y <input type="checkbox"/> N	
		80. Team Members follow and honored leadership? KO MANUAL CH5, P182-184	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>QUANTITY</b>	81. Were there an adequate number of Team Members per Guests? KO MANUAL CH5, P54	<input type="checkbox"/> Y <input type="checkbox"/> N	
		82. How many Team Members were there?		
		83. How many table families were there?		
		84. How many Guests were at each table?		



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		85. How many Table Leaders per table?		
		86. Were there enough outside angels?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		87. Were the outside angels available at times they were most needed? CH 4, P54	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>COMPOSITION</b>	88. Was there theological balance on the team? KO MANUAL CH4, P53	<input type="checkbox"/> Y <input type="checkbox"/> N	
		89. Was there racial balance on the team?	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>TRAINING</b>	90. Team Members made the required training? KO MANUAL CH2, P14	<input type="checkbox"/> Y <input type="checkbox"/> N	
		91. Were KO Manuals available for Team Members to purchase?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		92. Did KO manuals get referred to during team formation often?	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>ORGANIZATION</b>	93. Did the Weekend flow smoothly?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		94. Was the purpose of the KO weekend met? KO MANUAL CH2, P11	<input type="checkbox"/> Y <input type="checkbox"/> N	
		95. Did the focus of the Weekend stay on Christ? KO manual CH2, P11	<input type="checkbox"/> Y <input type="checkbox"/> N	



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<b>LOGISTICS</b>		96. Was there a prayer area and team assigned to pray over speakers? KO MANUAL CH5, P 140	<input type="checkbox"/> Y <input type="checkbox"/> N	
		97. Was there closing prayer time on Sunday for the table families? KO MANUAL CH9, P250	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>SUPPLIES</b>	98. Were there adequate supplies for the weekend?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		99. Talk Questions?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		100. Tissue?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		101. Table names?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		102. Chapel decorations and place for Guests' pictures?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		103. Supplies for skits?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		104. Table supplies?	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		105. Anger letter activity?	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<b>TALKS AND MEDITATIONS</b>	106. Speakers followed the guidelines provided for their talks? KO MANUAL CH8, P185-189	<input type="checkbox"/> Y <input type="checkbox"/> N	
		107. Had all talks been reviewed for content and length? KO MANUAL CH5, P157-162	<input type="checkbox"/> Y <input type="checkbox"/> N	
		108. Meditation #1- " <b>Prodigal Daughter</b> ": Was the outline followed? KO MANUAL CH8, P191-192	<input type="checkbox"/> Y <input type="checkbox"/> N	
		109. Talk #1- " <b>CHOICES</b> ": Was the outline followed? KO MANUAL CH8, P193	<input type="checkbox"/> Y <input type="checkbox"/> N	
		110. Meditation #2- " <b>I Am Worthy</b> ": Was the outline followed? KO MANUAL CH8, P197-198	<input type="checkbox"/> Y <input type="checkbox"/> N	
		111. Talk #2- " <b>ISOLATION AND REJECTION</b> ": Was the outline followed? KO MANUAL CH8, P199	<input type="checkbox"/> Y <input type="checkbox"/> N	
		112. Talk #3- " <b>THE CHURCH</b> ": Was the outline followed? KO MANUAL CH8, P201+202	<input type="checkbox"/> Y <input type="checkbox"/> N	
		113. Talk #4- " <b>AGAPE</b> ": Was the outline followed? KO MANUAL CH9, P239-242	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		114. Meditation #3- " <b>Accepting God's Forgiveness</b> ": Was the outline followed? KO MANUAL CH8, P205	<input type="checkbox"/> Y <input type="checkbox"/> N	
		115. Talk #5- " <b>COMMUNICATION WITH GOD</b> ": Was the outline followed? KO MANUAL CH8, P207	<input type="checkbox"/> Y <input type="checkbox"/> N	
		116. Talk #6- " <b>ANGER</b> ": Was the outline followed? KO MANUAL CH8, P209-211	<input type="checkbox"/> Y <input type="checkbox"/> N	
		117. Meditation #4 " <b>Forgiveness of Others</b> ": Was the outline followed? KO MANUAL CH8, P213-214	<input type="checkbox"/> Y <input type="checkbox"/> N	
		118. Talk #7- " <b>HOME ENVIRONMENT</b> ": Was the outline followed? KO MANUAL CH8, P215	<input type="checkbox"/> Y <input type="checkbox"/> N	
		119. Talk #8- " <b>RELATIONSHIP</b> ": Was the outline followed? KO MANUAL CH8, P217	<input type="checkbox"/> Y <input type="checkbox"/> N	
		120. Talk #9- " <b>PERSEVERANCE THROUGH CHRISTIAN COMMUNITY</b> ": Was the outline followed? KO MANUAL CH8, P219	<input type="checkbox"/> Y <input type="checkbox"/> N	
		121. Talk #9- Panel: " <b>WHEN THEY COME HOME – STAYING INVOLVED</b> " – Used after the third weekend": Was the outline followed? KO MANUAL CH8, P221-223	<input type="checkbox"/> Y <input type="checkbox"/> N	



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	<b>FORGIVENESS SERVICE</b>	122. Was there a forgiveness service? KO MANUAL CH5, P95	<input type="checkbox"/> Y <input type="checkbox"/> N	
		123. Was the service paced in a way that allowed the Guests enough time?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		124. Were the forgiveness list kept confidential?	<input type="checkbox"/> Y <input type="checkbox"/> N	
<b>SPECIAL ACTIVITIES</b>		125. <b>"Walking in Love"</b> : Were the guidelines followed? KO MANUAL CH5, P76-78	<input type="checkbox"/> Y <input type="checkbox"/> N	
		126. <b>"Flowers at Dawn"</b> : Were the guidelines followed? KO MANUAL CH9, P246	<input type="checkbox"/> Y <input type="checkbox"/> N	
		127. <b>"Sunday Morning Worship Service"</b> : Were the guidelines followed? KO MANUAL CH9,P247	<input type="checkbox"/> Y <input type="checkbox"/> N	
<b>CLOSING SERVICE</b>		128. Was the current format for closing used? CH9,P251-253	<input type="checkbox"/> Y <input type="checkbox"/> N	
		129. Was outside community invited to the closing?	<input type="checkbox"/> Y <input type="checkbox"/> N	



## **KAIROS OUTSIDE EXCELLENCE INITIATIVE CHECKLIST**

- *Additional Comments:*

- *Concerns:*

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Name of Person Completing Observation

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Revision Date: 3/22/2012