

KAIROS TORCH WEEKEND CRITIQUE CHECKLIST



Section	Position	Action	Assessment	Evaluators Remarks
I. <STATE>	TORCH# _____	<NAME OF INSTITUTION>	<DATE>	
II. ADVISORY COUNCIL	<Chairman's Name & Contact Information>	<i>Are all positions on the Advisory Council filled? (ACOP Document & Org. pg 19-26)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	1. Observing Leader(s)	<i>Was the Observing Leader(s) attentive and kept informed as to what was taking place during the Torch Weekend? (pg. 182- #8;#13)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Name of Observing Leader:</i>		
		<i>Was the Observing Leader allowed to perform his/her assigned duties...Introduced personal Agape & reading of "Celebrate You" to the participants? (pg. 140 ,160-161, 182)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	2. Advising Leader	<i>Was there an Advising Leader present?(pg.24)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Name of Advising Leader</i>		
		<i>Had Advising Leader previously served as Team Leader? (pg.24)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Did the Advising Leader assist Team Leader with questions and problems?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Did Advising Leader allow Team Leader room to guide the team?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Name of Team Leaders</i>		
		<i>Was there one or two Team Leaders? (pg.24)</i>	1 2	

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	3. Team Leader(s)	<i>Team Leader was of the same gender as the participants?-if only one Team Leader (pg. 24)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) previously served as Observing Leader?(pg. 24)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) received Advanced Torch Training within the required time to lead the Torch weekend? (pg. 24)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) picked the Team Members?(pg. 24,26)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) conducted the required Team Formation Meetings? (pg. 26)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) worked with Chaplin in naming Participants?(pg.26)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) assigned talks and team assignments? (pg. 26)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Did it appear that the Team Leader(s) read the Torch Manual and had a good understanding of the Torch Weekend? (pg.21 & 25)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) only served in this capacity this once? (pg.24 & Org. Manual pg.37)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) followed Kairos policy and the Torch? (pg. 24)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) allowed Team Members to function in their positions? (pg.25)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) consulted with Advising Leader when needed?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<i>Team Leader(s) was good manager of time?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		

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		<i>Team Leader(s) was respectful to Residence, Team, Institution Personnel & Kairos Torch National Rep? (pg.25)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) display a servant's heart? -Didn't misuse or abuse his/her authority- (pg.24 & 25)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) display flexibility when needed? (pg.24)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) set the example of vulnerability, openness. (pg.25 & 42)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) was dictatorial & controlling? (pg.25)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) used proper Kairos Torch terminology & methodology?(pg.24)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) selected qualified volunteers that are committed to mentoring? (pg.24,26 & 181)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Leader(s) worked well with Spiritual Director(s)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Both by example and by verbal instruction, the Team Leader(s) instilled the constant direction to the team always to follow the 4L's: LISTEN, LISTEN, LOVE, LOVE? (pg.21)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	4. Spiritual Director(s) (Clergy)	<i>Was there one or two Spiritual Directors? (pg.4)</i>	1 2	
		<i>Name of Spiritual Leader(s)?</i>		
		<i>Spiritual Director(s) provided the International office the Clergy Questioner? (Check with International)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Was there theological balance among the Clergy? (pg.4)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Spiritual Director(s) was assessable to the Participants? (PG 93- 94)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	

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		<i>Spiritual Director(s) followed Torch outline? (pg. 111, 121, 123, 129, 135)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Spiritual Director(s) stayed on common ground? (pg.4)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Spiritual Director(s) allowed guest to move at their own pace i.e. did not force God on them?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Did the Spiritual Director(s) dominate the weekend?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
	5. Table Leaders		<i>Table Leaders seem to have read the Torch manual and understood the heart and goal of the ministry? (pg.25)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
			<i>Table Leaders initiated group discussion at their family table? (weekend schedules)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
			<i>Table Leaders allowed Participants the opportunity to express their point of view? (pg. 85)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
			<i>Table Leaders engaged all of the participants at their table? (none were left out that wanted to participate)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
			<i>Table Leaders were domineering and controlling?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
			<i>Table Leaders worked in unity with other team members?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
			<i>Table Leaders showed Participants respect? (pg.85,172,1730)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
			<i>Table Leaders displayed the Kairos message by following the 4L's: LISTEN, LISTEN, LOVE, LOVE? (pg.4)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
			<i>Table Leaders followed the leadership of the team?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
			<i>Table Leaders worked well with Team Leader?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
6. Music Leader		<i>Music Leader worked well with Team Leader? (pg 34)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Name of Music Leader _____</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		

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		<i>Was the music an effective part of the Weekend? (pg.30)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>What was the source of the music (Kairos songbook, locally-made songbook, purchased songbook, etc)?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Was music was appropriately licensed?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Music Leader chose the appropriate music attractive to youthful residents? (pg.30)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Music Leader chose songs that were easy to learn and follow? (pg. 32)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Music Leader was sensitive to songs that were complimentary to what was taking place at the time? (pg.30)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Music Leader was diverse in his/her music choices?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Music Leader avoided the temptation to entertain? (pg.31)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Music Leader worked well with the Team Leader?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	7. Agape Leader	<i>Agape Leader organized the Agape team during the weekend?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Agape Leader followed instructional guidelines?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Agape Leader & Team collected, organized and presented personal agape used on the weekend? (pg.29)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Agape Leader made sure the agape was appropriate and plentiful? (pg.29)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Agape Leader made sure items were given out at the proper time? (Pg.29)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Agape Leader worked well with the Team Leader?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
8. Lite 'n Lively Coordinator	<i>Lite 'n Lively Coordinator prepared appropriate activities for the weekend? (pg.27)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		

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		<i>Lite 'n Lively Coordinator chose activities that were "win-win" for the Participants and did not single out anyone for ridicule or embarrassment? (pg.27)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Lite 'n Lively Coordinator identified appropriate times in the weekend for activities? (pg.27)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Lite 'n Lively Coordinator cleared all activities with the Team Leader prior to the weekend? (pg.27)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	9. Kitchen Chef	<i>Kitchen Chef developed menus that were attractive to youthful residents and acceptable to the team members? (pg.36)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Kitchen Chef developed meals that were healthy? (pg.36)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Did the Kitchen Chef follow a budget?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Kitchen Chef developed meals that the youthful residents may possibly not receive at the institution? (pg.36)</i>	<input type="checkbox"/> N <input type="checkbox"/> Y	
		<i>Kitchen Chef took in to consideration financial constraints when developing meals for the weekend? (pg.36)</i>	<input type="checkbox"/> N <input type="checkbox"/> Y	
		<i>Kitchen Chef managed time and Kitchen Crew effectively?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Kitchen Chef worked well with Team Leader?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
IV. TEAM	1. Clearance	<i>All Team Members were cleared by the International Torch Office? (Check International website)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	2. Preparation	<i>Team Members were fully prepared and informed on the how's, why's and when's of the weekend? (pg.42)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team was fully informed for the procedures of greeting the Candidates and was the greeting time orderly and effective? (67,81,139)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Members were open-minded, unbiased, and flexible with Table Family during discussions?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	

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		<i>Team Members allowed Participants to make decision as it related to the table family? (Family Name, Poster Ideas, Presentation etc...)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	3. Unity	<i>Team Members were well bonded and operated as a cohesive and healthy family? (pg. 42)</i>	<input type="checkbox"/> Y <input type="checkbox"/> Y	
		<i>Team Members treated each other with respect?</i>	<input type="checkbox"/> N <input type="checkbox"/> Y	
		<i>Team Members valued the Participants and treated them and their opinions with respect?</i>	<input type="checkbox"/> N <input type="checkbox"/> Y	
		<i>Team Members follow and honored leadership?</i>	<input type="checkbox"/> N <input type="checkbox"/> Y	
	4. Quantity	<i>Was there an adequate number of Team Members per participants? (pg 4)</i>	<input type="checkbox"/> N <input type="checkbox"/> Y	
		<i>How many Team Members were there?</i>	_____	
		<i>Were the Team Members the same gender as the Participants?</i>	<input type="checkbox"/> N <input type="checkbox"/> Y	
		<i>How many table families were there?</i>	_____	
		<i>How many Participants were at each table?</i>	4 - 5	
		<i>How many Table Leaders per table?</i>	2	
	5. Composition	<i>Was there theological balance on the team? (pg. 181)</i>	<input type="checkbox"/> N <input type="checkbox"/> Y	
		<i>Was there racial balance on the team?</i>	<input type="checkbox"/> N <input type="checkbox"/> Y	
	6. Training	<i>Team Members made the required training? (pg.42-43)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Were Torch Manuals available for Team Members to purchase? (pg.7)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Team Members purchase Mentoring Guides?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	VI. AGAPA TEAM	1. Operations	<i>Agape Team was organized? (pg.29)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
<i>Agape Team was timely in performing duties and getting supplies to participants? (pg.29)</i>			<input type="checkbox"/> Y <input type="checkbox"/> N	
<i>Agape Team worked in unity with Agape Leader?</i>			<input type="checkbox"/> Y <input type="checkbox"/> N	
<i>Agape Team worked in unity with Team Leader?</i>			<input type="checkbox"/> Y <input type="checkbox"/> N	

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VII. WEEKEND	1. Diversity	<i>Was there racial diversity at each of the tables among the Team Members?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Was there racial diversity at each of the tables among the Participants?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Was there gender diversity at each of the tables among the Team Members?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Was there gender diversity at each of the tables among the Participants? (special Locations)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
	2. Operations	<i>Where all three guide meetings scheduled? If not, why not? (pg.6, 67, 81, 86, 139, 140)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>How many meetings were scheduled?</i>	_____		
		<i>Were applications for “Kairos Outside” given to all the Kairos Residence including the Fourth Day Community?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Did the Weekend flow smoothly?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Was the purpose of the Kairos Torch weekend meet? (pg.2,165)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Did the focus of the Weekend stay on Christ? (pg.21 &</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Was there a prayer room?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Was there a prayer room coordinator who prayed over the course of the weekend?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Was there a prayer vigil in the community?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>Was there chapel time for each table family?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
	3. Supplies	<i>Were there adequate supplies for the weekend?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
<i>Mask</i>		<input type="checkbox"/> Y <input type="checkbox"/> N			
<i>Notebooks</i>		<input type="checkbox"/> Y <input type="checkbox"/> N			

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		<i>Pencils</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Poster board</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Markers</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Bricks for wall talk</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Clergy Cards</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Talk Questions</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Tissue</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Table tents for family names</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Bibles</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Supplies for skits</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Personal Letters</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Was there a prayer chain?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	4. Talks	<i>Speakers followed the guidelines provided for their talks? (75-77,95-100, 107-108, 113-115, 131-134, 145-146, 153-156)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Were approved videos used during any of the talks?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Was there a mask meditation team?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Were the meditations dramatic?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Were the meditations memorized?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Did the mask match the speakers themes? e.g. anger, laughter, etc...</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Speakers were transparent and open?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	

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		Talk #1- "CREATION": Was the techno presentation used? (pg. 75-77)	<input type="checkbox"/> Y <input type="checkbox"/> N	
		Talk #2- "GET REAL": Was the outline was followed? <u>Name:</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		Talk #3- "YOU ARE NOT ALONE": Was the outline was followed? <u>Name:</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		Talk #4- "WHO YA GONNA TRUST?": Was the outline followed? <u>Name</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		Talk #5- "WALLED OFF": Was the outline followed? <u>Name</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		Talk #6- "GOD'S SQUAD": Was the outline followed?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		Talk #7- "CHOICES": was the outline followed?	<input type="checkbox"/> Y <input type="checkbox"/> N	
	5. Forgiveness Service	Was there a forgiveness service?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		Was a God box used to put the participants mask along with their forgiveness list in?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		Were the forgiveness list kept confidential?	<input type="checkbox"/> Y <input type="checkbox"/> N	
6. Closing Service		Was there a closing service?	<input type="checkbox"/> Y <input type="checkbox"/> N	

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		<i>Did it follow the closing format in the manual?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Was outside community invited to the closing?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
VIII. KITCHEN TEAM	1. Organization	<i>Was food prepared and presented in a loving and attractive way? (pg.36 & 37)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Were meals thought-out and relatively healthy? (pg.37)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Was food prepared and delivered at proper times? (pg. 67, 82, 139)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>Did Kitchen Team attend all team meetings? (pg.38)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	

GENERAL COMMENTS: _____
