



KAIROS OUTSIDE OBSERVATION CHECKLIST

Section	Position	Action	Assessment	Evaluators Remarks
STATE	KO # ?	LOCATION	DATE	
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	
TEAM LEADERSHIP	<i>Name of Leader:</i>			
	<i>Name of Observing Leader #1</i>			
	<i>Name of Observing Leader #2</i>			
THE TEAM	LEADER	<i>1. Leader previously served as Observing Leader? KO MANUAL CH3, P8</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>2. Leader received Advanced KO Training within the required time to lead the KO weekend? KO MANUAL CH3, P9</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>3. Leader picked the Team Members? KO MANUAL CH3, P12</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>4. Leader conducted the required Team Formation Meetings? KO MANUAL CH2, P5; CH3, P12; CH10, P107</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>5. Leader assigned talks and team assignments with assistance of the core team? KO MANUAL CH3, P8</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>6. Did it appear that the Leader read the KO Manual and had a good understanding of the KO Weekend? KO MANUAL CH3, P11</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		7. Leader only served in this capacity this once? KO MANUAL CH3, P11	<input type="checkbox"/> Y <input type="checkbox"/> N	
		8. Leader followed Kairos policy and the KO Program? KO MANUAL CH1, P1	<input type="checkbox"/> Y <input type="checkbox"/> N	
		9. Leader allowed Team Members to function in their positions? KO MANUAL CH3, P9	<input type="checkbox"/> Y <input type="checkbox"/> N	
		10. Leader consulted with Advising Leader when needed? KO MANUAL CH4, P26	<input type="checkbox"/> Y <input type="checkbox"/> N	
		11. Leader was good manager of time? KO MANUAL CH3, P16 - 22	<input type="checkbox"/> Y <input type="checkbox"/> N	
		12. Leader was respectful to Guests, Team and Observer? KO MANUAL CH3, P9	<input type="checkbox"/> Y <input type="checkbox"/> N	
		13. Leader displays a servant's heart? KO MANUAL CH3, P9 <i>-Didn't misuse or abuse her authority-</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		14. Leader displays flexibility when needed? KO MANUAL CH3, P9	<input type="checkbox"/> Y <input type="checkbox"/> N	
		15. Leader set the example of vulnerability, openness KO MANUAL CH3, P9.	<input type="checkbox"/> Y <input type="checkbox"/> N	
		16. Leader was careful not to be dictatorial & controlling? KO MANUAL CH3, P11	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		<i>17. Leader used proper KO terminology & methodology? KO MANUAL CH3, P12</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>18. Leader selected qualified volunteers that are committed to supporting guests? KO MANUAL CH3, P12 - 13</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>19. Leader worked well with Spiritual Director(s) KO MANUAL CH9, P94</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>20. 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 CH3, P13</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	ADVISING LEADER	<i>21. Was there an Advising Leader present? KO MANUAL CH4, P26</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>22. Had Advising Leader previously served as Leader? KO MANUAL CH4, P26</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>23. Did the Advising Leader assist Leader with questions and problems? KO MANUAL CH4, P26</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	



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	OBSERVING LEADER #1	24. Was the Observing Leader attentive and kept informed as to what was taking place during the KO Weekend? KO MANUAL CH4, P26	<input type="checkbox"/> Y <input type="checkbox"/> N	
		25. Did OL#1 take care of all the needs of guests regarding contact, special diets, transportation, love letters and child care? KO MANUAL CH4, P26	<input type="checkbox"/> Y <input type="checkbox"/> N	
	OBSERVING LEADER #2	26. Was an effective time keeper? KO MANUAL CH4, P26	<input type="checkbox"/> Y <input type="checkbox"/> N	
		27. Took speakers to be prayed over in a timely manner? KO MANUAL CH4, P26	<input type="checkbox"/> Y <input type="checkbox"/> N	
	SPIRITUAL DIRECTORS (CLERGY)	28. Were there two Spiritual Directors? KO MANUAL CH9, P93	1 2	
		29. Spiritual Director(s) provided the Leader or Advisory Council with their credentials and Clergy questionnaire? KO MANUAL CH9, P93	<input type="checkbox"/> Y <input type="checkbox"/> N	
		30. Was there theological balance among the Clergy? KO MANUAL CH9, P93	<input type="checkbox"/> Y <input type="checkbox"/> N	
		31. Spiritual Director(s) were accessible to the Guests? KO MANUAL CH9, P95 - 96	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		32. <i>Spiritual Director(s) followed the KO manual in selecting one of the three Forgiveness Services from the Manual? KO MANUAL CH9, P96</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		33. <i>Spiritual Director(s) stayed on common ground? KO MANUAL, Appendix A, P202</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		34. <i>Spiritual Director(s) allowed guests to move at their own pace i.e. did not force God on them? KO MANUAL CH1, P2</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		35. <i>Were the Spiritual Director(s) careful not to dominate the weekend? KO MANUAL CH3, P11</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	TABLE LEADERS	36. <i>Table Leaders seem to have read the KO manual and understood the heart and goal of the ministry? KO MANUAL, Appendix A, P200</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		37. <i>Table Leaders initiated group discussion at their family table? KO MANUAL CH7 P45</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		38. <i>Table Leaders allowed Guests the opportunity to express their point of view? KO MANUAL CH7, P47, 61</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		39. <i>Table Leaders engaged all of the Guests at their table? (none were left out that wanted to participate) KO MANUAL CH7, P61</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		40. <i>Table Leaders were careful not to be domineering and controlling? KO MANUAL CH7, P61</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		41. Table Leaders worked in unity with other team members? KO MANUAL CH7, P45	<input type="checkbox"/> Y <input type="checkbox"/> N	
		42. Table Leaders showed Guests respect? KO MANUAL CH7, P46	<input type="checkbox"/> Y <input type="checkbox"/> N	
		43. Table Leaders displayed the Kairos message by following the 4L's: LISTEN, LISTEN, LOVE, LOVE? KO MANUAL CH7, P60	<input type="checkbox"/> Y <input type="checkbox"/> N	
		44. Table Leaders followed the leadership of the team? KO MANUAL CH7, P45	<input type="checkbox"/> Y <input type="checkbox"/> N	
		45. Table Leaders worked well with Leader? KO MANUAL CH7, P45	<input type="checkbox"/> Y <input type="checkbox"/> N	
	TABLE SERVERS	46. Table Servers made sure the supplies were available for the tables for each activity KO MANUAL CH4, P27	<input type="checkbox"/> Y <input type="checkbox"/> N	
		47. Table servers served the Guests throughout the whole weekend KO MANUAL CH4, P27	<input type="checkbox"/> Y <input type="checkbox"/> N	
	MUSIC LEADER	48. Music Leader worked well with Team Leader? KO MANUAL CH4, P27	<input type="checkbox"/> Y <input type="checkbox"/> N	
		49. Was the music an effective part of the Weekend KO MANUAL CH6, P41?	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		<i>50. What was the source of the music (Kairos songbook, locally-made songbook, purchased songbook, etc)? KO MANUAL CH6, P44</i>		
		<i>51. Was music was appropriately licensed and correct copyrights obtained? KO MANUAL CH6, P44</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>52. Music Leader chose the appropriate music for Guests needs? KO MANUAL CH6, P42</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>53. Music Leader selected songs that were easy to learn and follow? KO MANUAL CH6, P41</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>54. Music Leader was sensitive to songs that were complimentary to what was taking place at the time? KO MANUAL CH6, P41</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>55. Music Leader was diverse in her music choices? KO MANUAL CH6, P43</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>56. Music Leader avoided the temptation to entertain? KO MANUAL CH6, P41</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	AGAPE LEADER	<i>56. Agape Leader organized the Agape team during the weekend? KO MANUAL CH4, P28</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
		<i>57. Agape Leader & Team collected, organized and presented personal agape used on the weekend? KO MANUAL CH4, P28</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		58. Agape Leader made sure the agape was appropriate and plentiful? KO MANUAL CH4, P28 - 29	<input type="checkbox"/> Y <input type="checkbox"/> N	
		59. Agape Leader made sure items were given out at the proper time? KO MANUAL CH4, P27 - 29	<input type="checkbox"/> Y <input type="checkbox"/> N	
		60. Were the “Going Forth” booklets prepared and explained? KO MANUAL CH4, P28	<input type="checkbox"/> Y <input type="checkbox"/> N	
		61. Agape Leader worked well with the Leader? KO MANUAL CH4, P27	<input type="checkbox"/> Y <input type="checkbox"/> N	
	KITCHEN CHEF	62. Kitchen Chef developed menus that were attractive to Guests and acceptable to the team members? KO MANUAL CH5, P73	<input type="checkbox"/> Y <input type="checkbox"/> N	
		63. Kitchen Chef was aware of dietary needs of both Guests and team members? KO MANUAL CH5, P73	<input type="checkbox"/> Y <input type="checkbox"/> N	
		64. Kitchen Chef developed meals that were healthy? KO MANUAL CH5, P73	<input type="checkbox"/> Y <input type="checkbox"/> N	
		65. Did the Kitchen Chef follow a budget? KO MANUAL CH5, P75	<input type="checkbox"/> Y <input type="checkbox"/> N	
		66. Kitchen Chef managed time and Kitchen Staff effectively? KO MANUAL CH5, P74 -75	<input type="checkbox"/> Y <input type="checkbox"/> N	



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	QUANTITY	77. Were there an adequate number of Team Members per Guests? KO MANUAL CH3, P14	<input type="checkbox"/> Y <input type="checkbox"/> N	
		78. How many Team Members were there?		
		79. How many table families were there?		
		80. How many Guests were at each table?		
		81. How many Table Leaders per table?		
	COMPOSITION	82. Was there theological balance on the team KO MANUAL CH3, P7?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		83. Was there racial balance on the team?	<input type="checkbox"/> Y <input type="checkbox"/> N	
	TRAINING	84. Team Members made the required training? KO MANUAL CH10, P107?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		85. Were KO Manuals available for Team Members to purchase?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		86. Did KO manuals get referred to during team formation often?	<input type="checkbox"/> Y <input type="checkbox"/> N	
	ORGANIZATION	87. Did the Weekend flow smoothly?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		88. Was the purpose of the KO weekend met? KO MANUAL CH1, P2	<input type="checkbox"/> Y <input type="checkbox"/> N	
		89. Did the focus of the Weekend stay on Christ? KO manual CH1,P2	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		90. Was there a prayer room and a team that prayed over speakers? KO MANUAL CH4, P31	<input type="checkbox"/> Y <input type="checkbox"/> N	
		91. Was there closing prayer time on Sunday for the table families? KO MANUAL CH7, P71 - 72	<input type="checkbox"/> Y <input type="checkbox"/> N	
LOGISTICS	SUPPLIES	92. Were there adequate supplies for the weekend?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		93. Talk Questions?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		94. Tissue?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		95. Table names?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		96. Chapel decorations and place for Guests' pictures?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		97. Supplies for skits?	<input type="checkbox"/> Y <input type="checkbox"/> N	
		98. Table supplies?	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		99. Anger letter activity?	<input type="checkbox"/> Y <input type="checkbox"/> N	
	TALKS	100. Speakers followed the guidelines provided for their talks? KO MANUAL CH14, P153 - 155	<input type="checkbox"/> Y <input type="checkbox"/> N	
		101. Had all talks been reviewed for content and length? KO MANUAL CH14, P153 - 155	<input type="checkbox"/> Y <input type="checkbox"/> N	
		102. Talk #1- “CHOICES” : Was the outline followed? KO MANUAL CH14, P158 - 159	<input type="checkbox"/> Y <input type="checkbox"/> N	
		103. Talk #2- “ISOLATION AND REJECTION” : Was the outline followed? KO MANUAL CH14, P163 - 164	<input type="checkbox"/> Y <input type="checkbox"/> N	
		104. Talk #3- “THE CHURCH” : Was the outline followed? KO MANUAL CH14, P166 - 168	<input type="checkbox"/> Y <input type="checkbox"/> N	
		105. Talk #4- “AGAPE” : Was the outline followed? KO MANUAL CH11, P130 - 131	<input type="checkbox"/> Y <input type="checkbox"/> N	
		106. Talk #5- “COMMUNICATION WITH GOD” : Was the outline followed? KO MANUAL CH14, P171 - 172	<input type="checkbox"/> Y <input type="checkbox"/> N	



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		107. Talk #6- “ANGER” : Was the outline followed? <i>KO MANUAL CH14, P173 - 180</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		108. Talk #7- “HOME ENVIRONMENT” : was the outline followed? <i>KO MANUAL CH14, P183 - 185</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		109. Talk #8- “RELATIONSHIP” : was the outline followed? <i>KO MANUAL CH14, P186 - 187</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		110. Talk #9- “PERSEVERANCE THROUGH CHRISTIAN COMMUNITY” : was the outline followed? <i>KO MANUAL CH14, P188 - 190</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		111. Talk #9- Panel: “WHEN THEY COME HOME – STAYING INVOLVED” – Used after the third weekend.: Was the outline followed? <i>KO MANUAL CH14, P191 - 194</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
	MEDITATIONS		112. Meditation #1- “Prodigal Daughter” : was the outline followed? <i>KO MANUAL CH14, P156 - 157</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
			113. Meditation #2- “I Am Worthy” : was the outline followed? <i>KO MANUAL CH14, P161 - 162</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
			114. Meditation #3- “Accepting God’s Forgiveness” : was the outline followed? <i>KO MANUAL CH14, P169 - 170</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
			115. Meditation #4- “Forgiveness of Others” : was the outline followed? <i>KO MANUAL CH14, P181 - 182</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	



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	FORGIVENESS SERVICE	<i>116. Was there a forgiveness service? KO MANUAL CH9, P96</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>117. Was the service paced in a way that allowed the Guests enough time?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>118. Were the forgiveness list kept confidential?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
	SPECIAL ACTIVITIES	<i>119. "Walking in Love": were the guidelines followed?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>120. "Mananitas": were the guidelines followed? KO MANUAL CH11, P135</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
			<i>121. "Sunday Morning Worship Service"- were the guidelines followed? KO MANUAL CH11, 136</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	
	CLOSING SERVICE	<i>122. Was there a closing service? KO MANUAL CH11, 136</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>123. Did it follow the closing format in the manual? KO MANUAL CH11, 136</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<i>124. Was outside community invited to the closing?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		

GENERAL COMMENTS:



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CONCERNS:

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Name of Person Completing Observation Checklist

Date