

Kairos Leader Weekend Evaluation Report

1. This report is to be completed by Kairos of West Virginia Weekend Leaders (with support from Advising Leader) immediately after a weekend is finished.
2. An original of this report must be submitted within 4 weeks after a weekend to the local Advisory Council Chairperson for review and approval.
3. Within 4 weeks after a weekend, the Kairos Leader also should provide the Advisory Council Chairperson with the roster of the Kairos volunteer team members (with at least USPS mailing address, and phone number) with the first-time team members high-lighted with a yellow felt marker (so National can add them to mailing list for **God's Special Time**). Alternatively, designate first-timers in a special cell of the roster table.
4. Also within that 4 week period, provide the Advisory Council Chairperson with the traditional photo of team members and participants.
5. The locally approved report, team roster and photo should be mailed within two months after the weekend to the Kairos West Virginia State Chairperson at either his/her home address or the Kairos Prison Ministry of West Virginia post office box P.O. Box 736 (, Winfield, WV 25213).
6. The Kairos West Virginia State Chairperson will make a copy for the state files and mail the originals to National.

This report prepared by----Kairos Leader's Name: _____

Name of Institution: _____

Weekend Number and Dates: _____

Do not provide names in this report if related to serious problems or serious improper behavior. Such sensitive information should be communicated directly to the Advisory Council Chairperson

<i>Issue to be addressed</i>	<i>Response</i> (Type in each cell, & cell will expand to accommodate text,#9 font)
Advisory Council Chair	
Chaplain(s) on duty for weekend.	
Number of residents who started weekend	
If less than 42, why?	
Number of Kairos volunteers on Inside Team.	
Number of Kairos-qualified clergy on Inside Team.	
Number of minorities on Inside Team.	
Number of first-time volunteers on Inside Team.	
Number of Kairos volunteers on Kitchen Team	

Where did Kitchen Team prepare meals?	
Number of “Kairos grads” serving in what roles on weekend. Include Kitchen and Inside Team.	

Discerning and Securing Team Members

Kairos Grad residents who served on team

How were resident team members selected?	
Problems encountered in selection process.	
“Good news” relative to getting Kairos grad team members.	
Suggestions to next weekend Leader (regarding this topic)	

Kairos volunteers who served on team

Problems encountered in recruiting team members.	
“Good news” relative to securing Kairos volunteer team members.	
Suggestions to next weekend Rector (regarding this topic)	

Team Formation

Where were team meetings and overnight held?	
Did team become spiritually bonded and sufficiently vulnerable to one another so they were leaven (Matt 13:33) on the weekend?	
Were all the talks previewed and critiqued adequately?	
Were all team members compliant with the spirit of Kairos and team formation requirements.? Names not appropriate in this report.	
Problems encountered during the weeks of team formation.	
“Good news” relative to team formation.	

What was done to urge team members to solicit green agape \$ from a variety of sources?	
Suggestions to next weekend Leader re; team formation.	

The Talks (including visual aids and “write-downs”)and Meditations

Problems with speakers not adhering to their prepared text?	
Was the environment conducive to hearing speakers and seeing visual aids?	
“Good news” re: talks and meditations.	
Suggestions to next weekend Leader.	

Table Leadership and Table Dynamics

Problems encountered with table leaders or resident participants. And, remedial actions.	
“Good news” relative to activities at tables.	
Suggestions to next weekend Leader	

Music (songs, singing, instruments, musicians)

Problems	
“Good news relative to music	
Suggestions to next weekend Leader	

Evening Sharing of Family Summaries and Posters

Problems with presenters adhering to instructions. Remedies implemented.	
Was environment conducive to reasonable communications?	
“Good news” relative to this activity.	
Suggestions to next weekend Leader.	

Meal Preparation and Meal Service

Problems in meal preparation, delivery, serving.	
“Good news” relative to meal service.	
Suggestions to next weekend Leader	

Cookies

No. Dozen provided for weekend.	
Problems encountered with managing cookie inventory and distribution.	
“Good news” regarding cookies.	
Suggestions for next weekend Leader	

Weekend “Support Services” (stewards, angels, agape, beverage service)

Problems with these “support services.”	
“Good news” relative to these items.	
Suggestions to next weekend Leader.	

Sunday Evening Closing

Problems encountered with the closing.	
“Good news” relative to the closing.	
Suggestions to next weekend Leader.	

Other Evaluation or Suggestion Comments that Leader Wants to Provide for the Local Advisory Council, Next Leader