



Diocese of Nova Scotia & Prince Edward Island

The Right Reverend Sandra Fyfe, Diocesan Bishop - bishopsoffice@nspeidiocese.ca

1340 Cathedral Lane, Halifax, Nova Scotia B3H 2Z1

Phone 902-420-0717 Fax 902-425-0717 Office Email - office@nspeidiocese.ca

September 16th, 2022

(SAMPLE – LETTER TO MENTORS)

Dear _____,

I am pleased you have accepted my appointment of you as Mentor for _____. As one newly ordained, she continues to grow into her leadership role in a parish as an Incumbent and will benefit in significant ways with your guidance.

The Mentoring Program for the Newly Ordained is offered over the first and second year of parish-based pastoral leadership, in which each newly ordained person meets regularly with an assigned Mentor. As Mentor, your particular experiences, skills and gifts for ministry will provide a forum for reflecting on the transition from classroom and field placement to parish and community where the newly ordained join the People of God in ministry in the world.

I have asked the Rev. Frances Drolet-Smith to coordinate the Mentoring Program, working primarily with the Mentors. The other Mentors involved in this program are: The Reverend _____, The Reverend Canon _____, and Archdeacon _____. I know Frances has already spoken with you concerning the program. She will be in touch again shortly to arrange an initial meeting with you, along with the other three Mentors, and will provide further resources and details.

Attached for your reference are three confidential documents: the summary of evaluations prepared for the Pre-Ordination Review, the POR Recommendation, and the summary of evaluations from the most recent Diocesan parish placement. Together, they will give you an overview of experiences, strengths and growing edges. These are confidential documents, shared in keeping with the Release of Information form all discerners are asked to sign upon entering the discernment process, which covers the sharing of documents on a "need-to-know" basis. The person you are mentoring is aware that these documents have been shared with you.

Any travel expenses incurred in meetings with either _____ or the Mentors group will be covered by the Diocese. A Travel Expense Claim Form is available on our diocesan website.

Thank you for taking up this ministry of accompaniment and for your commitment to the on-going training and formation of those called to ordained ministry and leadership in the Church and in the world.

Yours faithfully,

The Right Reverend Sandra Fyfe
Diocesan Bishop

Cc The Rev. _____
The Rev. Frances Drolet-Smith, Mentoring Program Coordinator



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(SAMPLE – LETTER TO NEWLY ORDAINED)

Dear _____,

Now that you are an Incumbent, a leadership role in a parish, there are supports in place to assist you with various transitions. These supports include the *Continuing Education Component* and the *Mentoring Program for the Newly Ordained*. Full participation in and commitment to both these supports are within my professional development expectations of you as your Bishop and are not optional.

The *Continuing Education Component* offers you opportunities to meet with peers and facilitators for ongoing learning and mutual support. I have appointed the Rev. Canon Lisa Vaughn as the program's Coordinator and she, along with the Rev. Douglas Beck and the Rev. Gary Barr will provide oversight. They look forward to the orientation meeting on Zoom on Thursday, September 15, 2022 at which time more details of the program and schedule will be shared.

The *Mentoring Program for the Newly Ordained* is offered over the first and second year of parish based pastoral leadership, in which you will meet regularly with an assigned Mentor. Mentors are experienced clergy and have been carefully chosen for their particular skills and expertise. Your meetings will provide a forum for reflecting on the transition from classroom and field placement to parish and community where you have joined the People of God in ministry in the world. The Rev. Frances Drolet-Smith will coordinate the Mentoring Program, working primarily with the Mentors. More details of the program will be shared at the orientation meeting, and will include a role description, frequency of meeting and other details. The travel expenses incurred in meeting with your Mentor, as well as the costs for travel and accommodations for the quarterly overnight sessions will be covered by the Diocese. A Travel Expense Claim Form is available on our diocesan website.

I am pleased to confirm that I have appointed The Reverend _____ to be your Mentor. She can be reached at (phone) (email). I ask that you be in touch with your Mentor within the coming week to make arrangements for your first monthly meeting. It is important that you share information about both these programs with your parish leadership.

In keeping with the Release of Information form you signed upon entering the discernment process, which covers the sharing of documents on a "need-to-know basis", the summary of evaluations prepared for your Pre-Ordination Review, the POR Recommendation and the summary of evaluations from your most recent Diocesan placement will be shared with your Mentor. Two of these are summaries of evaluations which you have already seen and signed off on along with the POR Recommendation. There are attached for your reference.

Thank you for your commitment to your on-going discernment and formation as one called to ordained ministry and leadership in the Church and in the world. You are a blessing and we are blessed!

Yours faithfully,

The Right Reverend Sandra Fyfe, Diocesan Bishop

Cc The Reverend _____

The Rev. Canon Lisa Vaughn, Continuing Education Coordinator for the Newly-Ordained

The Rev. Frances Drolet-Smith, Mentoring Program Coordinator

Website - www.nspeidiocese.ca