



# BISHOP OF THE ANGLICAN DIOCESE OF OTTAWA

## **Mentoring of Clergy**

*Authorized by the Bishop on March 12, 2024*

### **Mentoring**

In the Diocese of Ottawa mentoring is part of the Bishop's pastoral oversight of clergy. Newly ordained clergy benefit from mentoring in a multitude of ways, as do experienced clergy who seek to deepen their ministry and personal growth.

The mentoring relationship is authorized by the Bishop and overseen by the Executive Archdeacon. There will be times when the Bishop assigns a mentor to a mentee, but a clergy person can also request a mentor on their own initiative.

Mentoring provides a one-on-one relationship that encourages clergy to develop their leadership skills, personal faith, and overall practice of ministry. Growth is experienced by both partners in the mentoring relationship when theological reflection and active listening are kept at the centre of conversations.

The mentor's role is not to evaluate the mentee. If the mentor realizes the mentee needs significant support beyond what they can give, they should let the Executive Archdeacon or Bishop know. Apart from that, details of scenarios, conversations, and ministerial challenges should remain confidential between the mentor and mentee.

Good mentoring relationships take time and energy by both the mentor and mentee. This time is considered part of the mentee's ministry and must be given the same priority as deanery clericus meetings, Clergy Days, and the annual clergy conference i.e. it is mandatory.

Likewise, time given by mentors who hold an appointment in the diocese is considered part of their diocesan ministry. Appreciation for the ministry of the mentors who are retired is demonstrated by the payment of a regular per diem from the clergy development budget. Opportunities for training and peer support are offered to mentors so their skills in this vital ministry can be developed and kept current.

### **The Mentoring Covenant**

The purpose of a mentoring covenant is to provide structure to the mentoring relationship and clarify the expectations of the mentor and mentee as well as the Bishop. A dynamic covenant facilitates the growth of both the mentor and mentee, and should be mutually negotiated and agreed upon. Therefore, mentoring covenants are open to review and renewal.

The main focus of mentoring meetings should be theological integration and personal reflection. Learning to pose thoughtful questions is a vital skill for the mentor to bring to the relationship.

Although it is desirable that the mentee's ministerial skills increase, the initiative for this growth should come from the mentee, rather than be imposed on them by the mentor.

If concerns or conflicts arise within the mentoring relationship, they should be discussed in a mutually respectful manner. If necessary, either party can contact the Executive Archdeacon or Bishop for consultation and support. If all efforts fail, it is possible for the mentoring relationship to be dissolved and a new one initiated.

The following document should be carefully filled out and submitted to the Executive Archdeacon.

**Anglican Diocese of Ottawa  
Mentoring Covenant**

This mentoring relationship has been authorized by the Bishop of Ottawa and will be arranged and overseen by the Executive Archdeacon.

Mentee: \_\_\_\_\_

Mentor: \_\_\_\_\_

Commencing on \_\_\_\_\_ and concluding on \_\_\_\_\_.

Specify meeting schedule and format:

- how often meetings occur (*normally every 2-3 weeks*): \_\_\_\_\_
- what role prayer will take in the meetings \_\_\_\_\_
- where they will take place \_\_\_\_\_
- how long meetings will last \_\_\_\_\_
- when to review the covenant \_\_\_\_\_

Objectives of the Mentee:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Commitments of the Mentor:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Objectives requested by the Bishop (*optional*):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Final Meeting *(Parties will debrief the mentoring relationship):*

- What did you learn from the relationship?
- What strengths did you observe in the other?
- What challenges did you face in the relationship?
- How could the mentoring relationship have been strengthened?
- What might be included in a future Mentoring Covenant?

Signature of Mentee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mentor \_\_\_\_\_ Date \_\_\_\_\_

*Return a signed copy of this document to  
the Executive Archdeacon when complete.  
March 12, 2024*



# The Diocese of Huron Mentoring Relationship for New Priests

Name of Mentor	Name of Mentee
Mentor assigned to Cleric for the period of 2 years from date of priesting	

## Definitions:

**MENTOR** is a Greek word meaning “wise, loyal advisor” or “tutor”. This experienced person acts as an advisor, challenger, cheerleader, coach, guide, role model, sponsor

**MENTEE:** newly ordained priests or those clerics who are transferring into the Diocese of Huron from another Diocese or returning to parish ministry after a period of time away or any other persons to whom the Bishop assigns a mentor

**MENTORING** is a process of development of one individual (Mentee) by another (Mentor), through regular contact, to guide and nurture the Mentee in his or her ministry goals. Mentoring is not intended to be a therapeutic relationship. Feedback is just one facet of mentoring; constructive feedback is what Mentees need and want. Mentoring provides for exchanging ideas, effective questioning, active listening, inspiring, and motivating.

**Primary Function of Mentoring:** The Mentor meets at least monthly in the first year and at least 6 times in the second or more often as needed, with the assigned mentee, provides telephone or email contact for questions/concerns/support, provides the mentee with training, guidance and support. Mentee is also responsible for raising issues, questions and challenges for which they need guidance. Mentoring influences all areas of life: work, family, lifelong learning, community service. Mentoring positively impacts colleagues, partners, children, friends, parishioners.

*What is the purpose of this position? How does it contribute to the wider mission of the Church?* The Mentor plays an important role in providing the newly ordained cleric with appropriate and timely training, information, support and guidance to continue the educational/formational process that was begun in the seminary program.

## **Responsibilities:**

The **Mentee** is responsible for contacting their mentor with any questions/concerns. The Mentee is responsible for attending meetings with the mentor as scheduled. The Mentee is responsible for attending ongoing educational opportunities, ordinations, attending clericus, attending clergy conference, Post Ordination Training, etc.

Under the supervision of the Bishop or his/her designate, the **Mentor** is responsible for reviewing/teaching/ensuring the Mentee is knowledgeable in the following:

- ❑ Developing, implementing, evaluating and revising short and long term ministry goals
- ❑ Developing a 1 year plan for the parish based on the liturgical cycle, etc.
- ❑ Developing short and long term goals with the parish
- ❑ 'practice' communion if appropriate
- ❑ prepare for and 'practice' baptism, review documentation (new clerics only)
- ❑ prepare for and 'practice' wedding, review documentation, filing of paperwork
- ❑ marriage guidelines a) request for wedding outside of a church proper and b) the blessings of civilly married same sex couples
- ❑ conducting marriage preparation/connecting with local resources
- ❑ SAFE CHURCH
- ❑ Health and Safety
- ❑ funeral preparation and conducting (new clerics)
- ❑ conducting confirmation classes, preparing the service for the Bishop's visit, etc.
- ❑ pastoral counseling, tracking pastoral visits, confidentiality
- ❑ record keeping, file maintenance, sending documents, registries to Archives
- ❑ resources for alternative liturgies
- ❑ pastoral letters—Easter, Christmas, other?
- ❑ Easter liturgies
- ❑ Self care, continuing education, prayer life, personal life
- ❑ Stewardship
- ❑ Sunday School resources

- Encourage cleric to seek a spiritual director
  - How to prepare for, conduct and assess a Vestry Meeting.
  - How to prepare for and conduct a vestry meeting
  - Management/supervision/evaluation/payment process of paid employees
  - Review of Guidelines Manual
  - Review of Canons and Constitutions
  - Other \_\_\_\_\_
- 

The above items have been reviewed with me.

Signature:

Mentor	Date
Mentee	Date

Please check off the boxes on the form above and send to the Huron Church House – Bishop’s Office for maintenance in the Mentee’s file at the end of the two-year period.

**Benefits to Mentors:**

- Have fun!
- Engage in and give back to the church
- Become more self-aware of your leadership style and practice
- Influence and impact a colleague in ministry
- Be rejuvenated through fresh perspectives
- Realize personal satisfaction through sharing knowledge, skills and experience
- Expand your ministry network

## **Benefits to Mentees:**

- Have fun!
- Develop a clearer, longer-term career plan
- Benefit from personalized, one-on-one support
- Develop breadth and depth of skills
- Rejuvenate a seasoned colleague with new ideas
- Strengthen your confidence and competence (knowledge, skills and experience)
- Build your ministry network and resources
- Learn from your role models' experiences in preparation for Knowledge and Outcome exams

***Information re Mentors and Mentees augmented by materials from the HRPAO website***