



The Diocese of Huron Mentoring Relationship for New Priests

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| 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 HRPAAO website