

ABCOM INSTITUTE FOR MINISTRY
MENTORED PRACTICE PROGRAM

AIM MENTOR HANDBOOK

ABCOM INSTITUTE FOR MINISTRY
Director: Rev. Dr. Foster Williams

MENTORED PRACTICE PROGRAM

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ABCOM INSTITUTE FOR MINISTRY
AIM MENTOR HANDBOOK

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MENTOR AGREEMENT
between
The ABCOM INSTITUTE FOR MINISTRY (AIM)
sponsored by
The American Baptist Churches of Maine

AND

_____ hereinafter referred to as the Mentor.

This will serve as an agreement for services as an independent contractor to function as Mentor for AIM from _____ to _____.

The Institute agrees to retain the services of _____ to serve as a mentor for the student (s):

Student

Student

Learning Site

Learning Site

The Mentor shall:

- a. Meet with assigned student at least five times per year for a total of 20 hours over a two year period. Meetings should meet the requirements outlined in the Mentor Job Description.
- b. Assist the student in his/her field placement; schedule meetings with the student's church to provide evaluation of student's service; assist student in developing a Covenant of Learning, personal journal, performing apprenticeship tasks, the writing of and reflection on the required Spiritual Formation paper; guide the student in preparation for meeting the requirements of the regional standards for commissioning.
- c. Submit written reports to the Mentoring Coordinator as to the student's progress and qualifications to become a Commissioned lay minister; on time and according to the mentor reporting schedule.

Mentor understands that all reports and paperwork are to be filled out and turned in according to the stated schedule and that the mentor fee/reimbursements may be withheld until all contractual obligations are fulfilled. Mentors will keep their own copies of student's work and mentor reports until the student is cleared for graduation.

- d. The Mentor shall sign the Covenant and Code of Ethics attached to this contract to show and support the beliefs of the ABC/USA.

The Institute:

- a. Agrees to compensate the mentor \$ 75.00 (five sessions each year [per student]).
- b. Agrees to reimburse the Mentor for automobile mileage at the rate of \$.18 per mile (charitable organization rate) for mileage over 40 miles round trip from home to point of delivery of services on any given day.
- c. All compensation and mileage reimbursement will be reported to the Internal Revenue Service. Each mentor will be issued a 1099-MISC reporting compensation.

Preferred Mailing Address

Mentor's Name

Mentor's Signature

Phone Number

Mentoring Coordinator

Social Security Number

Date

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Mentor's Job Description

1. Be responsible to the AIM Mentoring Committee.
2. Meet with student at least five times each year over a two-year period to provide an opportunity for reflection, evaluation, modeling and support. Each meeting should be no less than 2 hours. Special attention shall be given to the development of the student as a person, the role and expectations of him/her as a pastor, and the maintenance of a healthy balance between congregation and family relationships. If more than one student is being mentored by the same mentor, the meetings should not be combined. Each student shall have individual attention from the mentor.
3. Prior to the initial meeting with the mentor, the student shall write a Spiritual Formation paper relating the persons and events most influential in the shaping of his/her life and Christian pilgrimage. This paper shall be discussed with the student at the first meeting. See attached form to be used and submitted to complete this portion of the job description.
4. Assist the student to develop a Covenant of Learning in his/her field setting. See attached form to be used and submitted to complete this portion of the job description.
5. Each year the student will prepare a personal journal for a two week period which will include setting daily goals, time evaluation, feelings on the day, and theological reflection. Dialogue with the student on his/her journal entries. See attached form to be used and submitted to complete this portion of the job description.
6. The mentor shall facilitate two meetings a year with the student and a committee made up of representatives from the place of service and the sponsoring church. This committee will provide reflection and evaluation of the participation in the program.

If a student and/or mentor have concerns that require a wider circle of counsel, then as soon as possible the Mentoring Coordinator shall convene a meeting of the student, mentor, Mentoring Coordinator, and representatives from the sponsoring church for that purpose.

7. Guide the student in the preparation of a written statement that will meet the requirements of the regional standards for commissioning as outlined in "Guidelines and Application for ABCOM Commissioning."
In the case of students who enter this program having already completed this paper, the statement may need to be rewritten, with special attention to be given to the development of the student's faith and beliefs through this program.
8. Mentor shall arrange for student to be involved in apprenticeship planning and execution for each of the following: Believers Baptism, Child Dedication, Communion, Wedding, Funeral, and Board Participation.
This should be arranged with either the student's church or through the mentor's church. Satisfactory completion of this requirement should be shown by filling in dates on checklist report in the back of this book.
9. At the final session of the program with the student, ask the student to present and discuss a response to his/her original formation paper and Covenant of Learning.
10. During the mentoring experience, write reports for the Mentoring Coordinator as to the student's progress and qualifications to be a Commissioned lay minister. Turn in reports to Mentoring Coordinator to be kept in student's permanent file. Reports/meeting summaries are to be completed within one week of each meeting. See attached form to be used and submitted to complete this portion of the job description.
11. The Mentoring Committee strongly recommends that the mentor attend the student's commissioning interview with the ABCOM Committee on Ministry.

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Mentor Standards

1. Must be an ordained or commissioned professional church leader in good standing (active or retired) with full recognition by the American Baptist Churches of Maine (ABCOM) .
2. Must have at least five years of pastoral/church ministry experience.
3. Must give evidence of continued personal and educational growth in the last six years.
4. Must not also be serving as the mentee's pastor.
5. Must be willing to abide by the Mentor Job Description.
6. Must agree to attend the Mentor Training opportunities as provided by the AIM Mentoring Committee. Training must take place prior to assignment with a student.
7. Mentor shall submit and adhere to standards of the ABC/USA Ministers Council "Covenant and Code of Ethics" and practice discretion in creating the environment for meetings so as to protect him/herself and student.

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SUGGESTED MENTOR AGENDA FOR TEN MEETINGS WITH STUDENTS

(Students who have already graduated from AIM or seminary, who wish to enter the Mentored Practice Program for only one year should meet with the mentor and the Mentoring Coordinator to develop a customized program)

First Meeting

- * Go over Spiritual Formation paper, using it as a guide to discuss why the person has enrolled in AIM, his/her call to ministry, and his/her faith journey. Make copy of paper or send report to Mentoring Coordinator.
- * Go over the expectations of the student, including Issues of Supervision, Ministry-Related Role Agenda, Covenant of Learning, Journal, Apprenticeship Tasks, and Commissioning paper.
- * Determine a focus of practical ministry for the student (in which ministry will the student be involved).
- * Write meeting summary report.

During all remaining nine sessions always include:

- * Discuss learning goals accomplished from the Ministry Related Role Agenda (listed on the following pages).
- * Discuss how the student is doing personally (including his/her ministry, his/her home life, his/her studies, etc. Identify and discuss three or four Issues of Supervision (listed on the following pages).

Second Meeting

- * Go over the Covenant of Learning Form and assign the student to write his/her covenant of learning by next meeting.
- * Plan for performance of apprenticeship tasks.
- * Ministry Related Roles; Issues of Supervision; How student is doing.
- * Write meeting summary report.

Third Meeting

- * Discuss the Covenant of Learning developed by the student. Suggest any necessary adjustments.
- * Describe the journaling procedure. Assign for next session.
- * Ministry Related Roles; Issues of Supervision; How student is doing.
- * Write meeting summary report.

Fourth Meeting

- * Discuss the student's completed Journal. Write Journal report and send to Mentoring Coordinator.
- * Go over progress made toward the objectives as outlined in the Covenant of Learning.
- * Read over the requirements for the Commissioning paper outlined in ABCOM's "Guidelines and Application for ABCOM Commissioning."
- * Ministry Related Roles; Issues of Supervision; How student is doing.
- * Write meeting summary report.

Fifth Meeting

- * Evaluate the student's progress at his/her halfway point in the program.
- * Go over progress made toward the objectives as outlined in the Covenant of Learning.
- * Work on Commissioning paper
- * Ministry Related Roles; Issues of Supervision; How student is doing.
- * Complete summary report and turn in to Mentoring Coordinator. Keep copy for your records.

Sixth Meeting

- * Go over progress made toward the objectives as outlined in the Covenant of Learning.
- * Check progress on apprenticeship tasks.
- * Work on Commissioning paper (should have completed Systematic Theology)
- * Ministry Related Roles; Issues of Supervision; How student is doing.
- * Write meeting summary report.

Seventh Meeting

- * Assign second Journal for next meeting.
- * Work on Commissioning paper
Assign the completion of rough draft of paper by next meeting.
- * Go over progress made toward the objectives as outlined in the Covenant of Learning.
- * Ministry Related Roles; Issues of Supervision; How student is doing.
- * Write meeting summary report.

Eighth Meeting

- * Discuss second Journal. Write report of Journal project and send to Mentoring Coordinator.
- * Work on Commissioning paper. Rough draft should be completed.
Assign completion of final draft by next meeting.
- * Make assignment of an evaluation of progress made toward the objectives in the Covenant of Learning.
- * Ministry Related Roles; Issues of Supervision; How student is doing.
- * Write meeting summary report.

Ninth Meeting

- * Go over evaluation of Covenant of Learning, sign and date with student. Write report and send to Site Coordinator.
- * Check on completion of apprenticeship tasks.
- * Finalize the Commissioning paper.
- * Ministry Related Roles; Issues of Supervision; How student is doing.
- * Give student assignment to write an evaluation of the program, including classes, mentoring process, journaling, Apprenticeship tasks, Covenant of Learning, etc. This paper should also contain the student's reflection on the following questions: "How has this program prepared you for your ministry? What do you see your ministry being in the future as a result of your work over the last two years?"
- * Write meeting summary.

Tenth Meeting

- * Go over final evaluations and reflections. Turn in copies to Mentoring Coordinator.
- * Guide student in finalizing any preparation necessary for Commissioning.
- * Write meeting summary and send to Mentoring Coordinator.
- * Discuss evaluation of the Program paper assigned at last session. Mail copy of this paper to Mentoring Coordinator.
- * Write report on students fitness for Ministry, reflecting on student's strengths and weaknesses, and your opinion of students ability to be a Commissioned Minister. Mail copy to Mentoring Coordinator.
- * Mail apprentice checklist report to Mentoring Coordinator once all experiences have been performed.

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It is suggested that the Mentor and Mentee discuss five (5) of the items from the following two (2) lists at each of their ten (10) sessions during the two (2) year period.

MINISTRY ROLE AGENDA

Autobiographical	Personal finances
Beginning your ministry	Personal image factors
Building programs	Personal relationships
Church Council	Relating skills
Church finance and budget	Resume/pulpit committees
Denomination structure	Single staff church
Evangelism/Church growth	Spirituality
Filing system	Staff relations & meetings
Leadership styles	Stewardship
Life goals	Time Management
Long-range planning	Visitation
Minister's home life	Volunteers, working with
Parliamentary procedure	

17.	Investments	personal and emotional concerns, memories
18.	Loss	understanding of grief process
19.	Ministry identify	comfort with role without preoccupation
20.	Perception of reality	naiveté, immaturity
21.	Personal strengths	awareness, ability to apply
22.	Power structure	use of time and relationships
23.	Power structures	recognition, ability to relate or change
24.	Religious language	verbalizing faith without clichés
25.	Resistance	insight regarding persons/situations that cause it
26.	Response to failure	cycles like failure, anger, depression
27.	Self-identify	healthy self-respect, appreciation
28.	Sexuality	appropriateness
29.	Spiritual formation	personal devotional disciplines
30.	Spiritualizing	simple divine/demonic answers
31.	Theologizing	integrating theology and lifestyle
32.	Transitions	ability to make transitions
33.	Work	energy level, attitude, creativity

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REPORT OF SPIRITUAL FORMATION PAPER

Please submit a brief summary, or a copy of the student's spiritual formation paper initialed and dated. This is required following your first meeting with the student. Please forward a copy to the Mentoring Coordinator at the beginning of your mentoring relationship.

Student's name: _____ Date: _____

Mentor's Signature: _____ Date: _____

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COVENANT OF LEARNING FORM

The student and mentor should use the following form in arriving at a mutual agreement of a plan for ministry and personal growth of the student. Please send a copy to the Mentoring Coordinator as soon as completed.

Ministry Position: _____

Ministry Setting:

Name of Church: _____

Address: _____

Phone: _____

Description of Setting (Number of members, attendance, type of community, etc.)

Title of position student will serve : _____

Job description (written in behavioral terms):

Other positions held in the church:

Conditions

Dates of the Covenant _____, 20____ to
_____, 20____

Commitment of hours per week (other than weekly commitments should be averaged in hours per week):

Total of _____ hours, divided as follows:

Opportunities for observation:

Stipend (if any): \$_____

Resources available to carry out responsibilities (church budget, materials, etc.)

Plan for Ministry -- Development of Objectives

The student should spend some time assessing the needs of the ministry for which he/she has responsibilities as well as the student's own personal needs in the areas of personal growth and in the development of his/her role and effectiveness in ministry. Measurable objectives should be set. Needed program plans to accomplish the objective, and methods for evaluating progress toward the objective should be outlined. Be sure to develop objectives based on needs. Make the objectives both challenging and realistic. The student and mentor should negotiate this plan as to number and type of objectives the student sets.

1. Ministry need:

Objective:

Program plans:

Evaluation:

2. Ministry need:

Objective:

Program plans:

Evaluation:

Covenant of Learning
Page 4

3. Personal Growth Need:

Objective:

Program plans:

Evaluation:

4. Personal Growth Need:

Objective:

Program plans:

Evaluation:

Signature of Student

Date

Signature of Mentor

Date

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REPORT OF JOURNAL PROJECT

Write a brief summary of the student's journaling experience. The dates of the journal need to reflect a two-week period of time during each of the two years. This report needs to be submitted to the Mentoring Coordinator after each journaling experience.

The student's journaling basically should not be a diary or calendar of events, but an opportunity for personal evaluation and reflection about the day's goals, time usage, theological insights and applications, interpersonal relations, "why" questions, and feelings. The student should feel free to withhold any confidential material that would not be appropriate for the mentor to read.

Student's name: _____

Dates of Journaling: _____

Mentor's Signature

Date

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REPORT OF MEETINGS BETWEEN MENTOR/STUDENT

Please submit to the Mentoring Coordinator a brief summary of each session and what was discussed. Submit one form for each year. Five meetings are required, with a minimum of 2 hours per session.

Student's name: _____

(1) Date: _____ Time Together: _____

Summary:

(2) Date: _____ Time Together: _____

Summary:

(3) Date: _____ Time Together: _____

Summary:

(4) Date: _____ Time Together: _____

Summary:

(5) Date: _____ Time Together: _____

Summary:

Mentor's Signature

Date

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APPRENTICESHIP CHECKLIST

Student's Name _____

Date of Experience

Believers Baptism -

Child dedication -

Communion -

Wedding -

Funeral -

Board Participation -

Mentor's Signature

Date

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REPORT ON FITNESS FOR MINISTRY

Please give a short report on your feelings of the mentee/student's fitness for ministry. Include what you feel are strengths or weaknesses that would affect the student's ability. Please be honest in your opinion. Submit a copy to the Mentoring Coordinator at the end of your two-year relationship.

Student's name:

Mentor's Signature

Date

SAMPLE

ABCOM INSTITUTE FOR MINISTRY COVENANT OF LEARNING FORM

The Student and mentor should use the following form in arriving at a mutual agreement of a plan for ministry and personal growth of the student. This is a sample with the examples of answers in a different font. Please send a copy to the Mentoring Coordinator.

Ministry Position: Sunday School Teacher

Ministry Setting:

Name of Church: First Church

Address: Second Street

Anytown, ME

Phone: 207-999-9999

Description of Setting (number of members, attendance, type of community, etc.)

100 members, 40 average in worship, 28 in Sunday School; rural community

Title of position student will serve:

Adult Sunday School Teacher

Job description (written in behavioral terms):

Teach adult Sunday School class of approximately 10 students, mostly middle-aged.

Other positions held in the church:

Deacon

SAMPLE

Conditions

Dates of the Covenant September, 2009 to April, 2010.

Commitment of hours per week (other than weekly commitments should be averaged in hours per week):

Total of 4 hours, divided as follows:

3 hours preparation

1 hour teaching

Opportunities for observation:

Sundays at 9:30 a.m.

Stipend (if any): \$ None

Resources available to carry out responsibilities (church budget, materials, etc.)

Teaching guide and students' books provided by Church.

Bible and commentaries from personal library.

SAMPLE

Covenant of Learning

Page 3

Plan for Ministry – Development of Objectives

The student should spend some time assessing the needs of the ministry for which he/she has responsibilities, as well as the student's own personal needs in the areas of personal growth and development of his/her role and effectiveness in ministry. Measurable objectives should be set. Needed program plans to accomplish the objective, and methods for evaluating progress toward the objective should be outlined. Be sure to develop objectives based on needs. Make the objectives both challenging and realistic. The student and mentor should negotiate this plan as to number and type of objectives the student sets.

1. Ministry need:

To have numerical growth in adult Sunday School class

Objective:

To raise average attendance to 15 people by October, 2009

Program Plans:

1. Have members pray about whom to invite
2. Assign persons to invite Church members not currently attending.
3. Have "Friend Day" to invite people from outside of Church.

Evaluation:

Objective accomplished by November of 2009

2. Ministry need:

To have greater financial support of Church

Objective:

To raise giving 10% in 1997

Program Plans:

1. Increase budget 10%
2. Print giving progress report, compared to budget, in the Sunday bulletin each week
3. Ask pastor to preach 4 sermons a year on the blessings of giving
4. Each month have a "Moment for Missions" at the morning worship service.

Evaluation:

Giving increased 9% in 2010

3. **Personal Growth Need:**

To have a deeper devotional life

Objective (to be Specific, Attainable, Measurable--SAM):

To spend at least 15 minutes in personal prayer and Bible study each day

Program Plans:

1. Use the Scripture and readings in the Secret Place each day
2. Maintain and use an updated prayer list
3. Keep a spiritual life journal

Evaluation:

Spending at least 15 minutes a day with devotions and enjoying a closer walk with God.

4. **Personal Growth Need:**

To spend more time with spouse and children

Objective:

To have special times together as a family each day

Program Plans:

1. Eat supper together at least 5 times a week
2. Have a designated family night together each week.
3. Have a special "date" with spouse at least once every 2 weeks

Evaluation:

Enjoying being together for at least a brief time almost every day

John OR Jane Doe
Signature of Student

September, 20, 1997
Date

Rev. Paul Barnabas
Signature of Mentor

September 20, 2009
Date