

MINISTRY MENTORS®

Serving those who Serve



Synopsis of the Guide to Mentoring

The *Synopsis of the Guide to Mentoring* is the first of three training and resource materials available to Ministry Mentors team members.

The Table of Contents for the complete the *Guide to Mentoring* (91 pages) and the Table of Contents to the online *Reference Library* (579 pages) are included with the Synopsis.

Ministry Mentors enhances the professional effectiveness of active clergy, strengthens their personal and spiritual health, and affirms their gifts for ministry.

M I N I S T R Y

- M** **MEET** with a mentor to explore a potential relationship
- E** **ENGAGE** in a confidential, independent, mentoring process
- N** **NAVIGATE** by setting comprehensive goals, objectives, and priorities
- T** **TEST** decisions by engaging in specific actions and discussions
- O** **ORGANIZE** and balance professional and personal priorities
- R** **REVIEW**, revise, assess, and celebrate the mentoring process
- S** **SHARE** the mentoring concept and experience with others

Therefore, encourage one another and build up each other as indeed you are doing.

-- 1 Thessalonians 5:11

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MINISTRY MENTORS: SERVING THOSE WHO SERVE

Ministry Mentors enhances the professional effectiveness of active clergy, strengthens their personal and spiritual health, and affirms their gifts for ministry.

Having a mentor in pastoral ministry is one of the best prescriptions for healthy growth in competence and protection from its vulnerabilities. Becoming a 'loner' in pastoral ministry is not only lonely, it can be perilous. I heartily recommend Ministry Mentors as a highly innovative resource of mentoring/coaching for clergy.

Rev. Dr. G. Lloyd Rediger, Pastor, Author, Speaker, Consultant

A common theme emerges when asking successful individuals, including pastors, to what they attribute their success. That theme is: having been blessed by having a **mentor**—someone who took a personal interest in them, provided guidance, encouragement, support, and accountability.

Ministry Mentors, a 501(c)(3) non-profit organization founded in 1999, is a spiritually based, non-denominational organization that arranges and supports one-on-one mentoring relationships among clergy in order to enhance the health and effectiveness of pastors and congregations.

Our mission statement calls us to continually define our objectives, understand the cultural forces affecting ministry today, personalize the mentoring process, and create positive visions for helping pastors achieve excellence in ministry. Ministry Mentors is the confidential, comprehensive, and competent caring that clergy need and deserve as they experience the rewards and challenges of one of the world's most challenging professions.

Quality Pastoral Mentors are those who have been there—done well—and are willing to assist other clergy to be their very best. By selecting active and retired pastors who have excelled in ministry, Ministry Mentors provides the structure in which quality mentoring can flourish. By defining key elements that make for meaningful mentoring, the reservoir of accumulated wisdom is unleashed for the benefit of others. Just as there is no one way of teaching or learning, so there is no one way of mentoring. There are benchmarks identifying quality teaching, learning, and mentoring. Ministry Mentors strongly believes that quality mentoring is an essential ingredient to maintain, or if needs be, to regain the health of both pastor and congregation.

The five basic components of the mentoring offered by Ministry Mentors include:

- A clear and intentional relationship between the Mentor and the Pastor
- A conscious commitment of the Mentor to support, guide, listen, encourage, challenge, and clarify the needs being expressed by the Pastor being mentored
- An assessment of the Pastor's goals that personalizes a mutual agenda
- A process that offers specific tools, including materials in the Intranet "Reference Library" to facilitate the Pastor's personal and professional growth
- A relationship which is neither therapy nor supervision

Ministry Mentors believes that the mentoring process is a sacred trust, and can be a spiritually enriching and rewarding experience for both the Mentor and the Pastor being mentored.

MINISTRY MENTORS' GOALS

- Offer confidential, independent, spiritually-based pastor-to-pastor mentoring and referrals
- Provide a personal resource, available for professional and personal issues
- Reinforce strengths and encourage growth areas, including spiritual disciplines
- Encourage effective use of spiritual gifts and skills, including preaching, and leadership
- Provide a safe place to think out loud
- Assist in determining vision and values as they relate to congregational mission and facility development
- Assist in setting priorities for more effective use of seminars, retreats, and resources
- Facilitate healthy team ministries and staff relationships
- Encourage sharing of resources and creative ideas for excellence

DEFINITION OF MENTORING

There are many definitions of “mentoring.” Although Ministry Mentors encourages informal and spontaneous mentoring, the goal of our program is to strive for mentoring that is a planned, ongoing process of learning from pastoral colleagues in an intentional, consciously-chosen relationship that includes definable parameters and expectations. The program design supports the Pastors’ personal development, strengthens their overall contribution to the vision and objectives of the church and community, and for newer pastors, assists the process of integration into both the church and community. Mentors may not have specific training as coaches, consultants, counselors, or spiritual directors, although, in the course of the mentoring relationship, Mentors may include elements of those specialties in a generic sense, suggesting referrals to other professionals when appropriate.

Although they have differences, mentoring and coaching have similarities and may often overlap. While mentoring often involves coaching techniques, the relationship between those being coached differs from the relationship Pastors have with their Mentor.

- Most importantly, mentoring occurs in a *collegial relationship* as the Mentor *walks with* the Pastor. Mentoring is a consciously-chosen relationship, not one based on need. Both parties in a mentoring relationship can be more relaxed and more objective, liberated to discuss anything, try different approaches, and learn together.
- Secondly, in common understanding, coaching concerns the technicalities of the profession, craft, skill, project, or program. Mentoring concerns *the whole person* in both professional and personal arenas. The Pastor receiving mentoring—who he or she is, what she or he is doing, what he or she would like to do, where she or he is trying to go—is the object of the mentoring relationship.
- Thirdly, whereas in coaching the coach drives the relationship, in mentoring the one receiving mentoring is the driver. The one receiving mentoring decides on the goals, content, and even style of mentoring, based on his or her personal needs and interests. The Mentor “works” for the one being mentored.

GUIDELINES FOR PASTORS AND MENTORS

These brief mentoring guidelines describe the expectations of Pastors and Mentors and serve to maximize the chances for clarity and success.

The purpose and objectives of the Ministry Mentors program:

- Enable the effective and efficient mentoring of Pastors
- Adhere to the building blocks for successful mentoring
- Support the process with wisdom and care
- Determine how the program objectives will be met, monitored, evaluated
- Provide an interactive and dynamic collaborative system
- Enable the Pastor and focus on the responsibilities of the Mentor
- Using Jesus as a model, Mentors are to act as servant leaders to their Pastors

Responsibilities of the Pastor

The Pastor's responsibility is to be open to the mentoring relationship and to share information—including relevant confidential or personal information—with the Mentor as promptly, openly, and completely as possible.

Mentoring meetings

Mentors and Pastors are to meet regularly (suggested monthly), in person or by phone or email. Agendas are determined by the Pastor and may change at any time.

Role of Ministry Mentors Leaders

Leaders are to establish mentoring pairs, oversee Mentors and mentoring activities, help coordinate joint mentoring activities, help resolve issues and, when requested, provide guidance to Mentors and Pastors.

Matching of Mentors and Pastors

Pastors and Mentors will either self-select or be assigned by a Cluster Leader in cooperation with the Ministry Mentors organization.

Duration of the mentoring relationship

Mentoring relationships are often for six months to a year, but can be as short as a quarter year based upon specific needs. Longer-term relationships need to be redefined no less than annually.

Time commitment

This will vary from pair to pair according to circumstance and availability. Generally one hour per month is anticipated for most pairs, with openness to more frequent meetings if necessary and mutually acceptable.

Confidentiality

A Mentor is obligated to maintain absolute confidentiality with respect to a Pastor's confidence except in cases where the law requires otherwise.

ROLES PROVIDED BY A MENTOR

Listen Actively

Effective mentoring begins with the Mentor being an active listener, allowing the Pastor being mentored to know that he or she is worthy of the Mentor's undivided attention.

Encourage Goal Setting

Mentors provide guidance and encouragement in assisting the Pastor to create and move toward selected goals or objectives, sharing wisdom gained through past experience and learned insights.

Evaluate Performance

Mentors assist the Pastor in shaping his or her vision for personal and corporate ministry. Mentoring may involve intervening to suggest advice regarding specific issues. Above all, an effective Mentor assists the Pastor to remain focused and concentrated, directed and motivated, and, most importantly, confident in his or her approach and activity. During this process the Mentor never loses sight of the "big picture" and encourages the Pastor to do the same.

Strive for Excellence

A Mentor assists the Pastor by setting a high professional standard and by sharing the important values and customs of the ordained ministry. Because someone has acquired a professional degree does not necessarily guarantee that that individual has acquired a professional set of values and principles.

Provide Balance

A Mentor assists the Pastor in learning to deal with common problems, both professional, and, if appropriate, personal. All professions involve certain situations or conditions that are inherently stressful, complex, or precarious. If unchecked, professional work can cause people to ignore or discount their personal lives. An experienced Mentor assists the Pastor in coping with such challenges.

Encourage Spiritual Growth

Mentors encourage the use of prayer, scripture, and other spiritual disciplines to remind Pastors that they, too, are Children of God, and need the same spiritual support and reassurances as Pastors offer to members of their congregations.

Note: Ministry Mentors capitalizes the first letter in the terms, Pastor, Mentor, and Leader to identify those individuals who are either receiving or offering mentoring support using the Ministry Mentors organization and process.

MINISTRY MENTORS

Training and Resource Materials

The Synopsis (5 pages plus the Table of Contents for the Guide to Mentoring and online Reference Library)

The Synopsis of the Guide to Mentoring is the first of three training and resource materials available to Ministry Mentors Leaders, Mentors, and Pastors. *The Synopsis* provides an overview of the Ministry Mentors mentoring process.

The Guide to Mentoring (91 pages)

Ministry Mentors uses the *Guide to Mentoring* as its written form of orientation, credentialing, and ongoing training for Leaders and Mentors and is used in conjunction with the supervision and evaluation process offered through the Ministry Mentors Clusters. In addition to group or individual orientation for new Leaders and Mentors, the *Guide* is divided into specific areas relating to mentoring that will be reviewed regularly in the Cluster meetings.

The Reference Library (579 pages)

Many tools are included in the extensive online *Reference Library* which is divided into four sections: Mentoring, Coaching, Leadership, and Teamwork. This, along with the other materials available, allow each Cluster to continually review the major themes in our ministry, address specific issues encountered by Mentors of the Cluster, and provide an opportunity for new insights. The password protected Reference Library is accessible through the Ministry Mentors website to all Ministry Mentors team members.

Copyright Materials

All of the training and resource materials are copyright protected and should be used appropriately. In addition to the materials created by Ministry Mentors, an agreement with The Steadfast Group, creator of the materials included in the online Reference Library, is limited to using all such materials in the mentoring process and for the Mentors' and Pastors' use in their respective congregations for enhancing pastoral leadership.



MINISTRY MENTORS

Guide to Mentoring Table of Contents

Guide to Mentoring: Chapter 1 – INTRODUCTION	
Welcome to the Adventure of Mentoring	Chapter 1-2
Ministry Mentors' Goals	1-3
Definition of Mentoring	1-3
Benefits of Mentoring	1-4
Selection of Mentors and Leaders	1-4
Fundamentals of Mentoring: General Overview	1-5
Six Main Questions	1-5
The Mentoring Process	1-6
Mentoring as Spontaneous or Learned Behavior	1-6
Guidelines	1-7
Structure of the Ministry Mentors Program	1-8
Pastor	1-8
Mentor	1-9
Cluster Leader	1-9
Cluster	1-10
Area Denominational Leader Roles	1-11
Three Types of Relationships	1-11
Ethics Statement	1-12
Statement on Reporting	1-12
Support and Supervision	1-12
Coordination and Evaluation	1-12
Orientation and Credentialing	1-13
About Ministry Mentors: History and Resources	1-14
Reference Library Resources	1-15
Copyrighted Materials	1-16

Guide to Mentoring: Chapter 2 – MEET	
Initial contact with Ministry Mentors: Referral	Chapter 2-2
Inquiry	2-2
Invitation	2-2
Important Information to Share	2-3
Getting Started Right – the Beginning	2-3
How the Mentoring Process Works	2-4
Stumbling Blocks That Cause Mentoring Failure	2-5

Guide to Mentoring: Chapter 3 – ENGAGE	
Sharing Pastors Goals and Expectations	Chapter 3-2
Roles Provided by a Mentor	3-2
Roles and Responsibilities	3-3
Attitudes that make a Good Mentor	3-4
Adapting Your Mentoring Style	3-5
Understanding Personal Styles	3-7
Characteristics of Effective Mentoring	3-8
Professional Abilities	3-8
Relationships, Working with Others	3-8
Typical Stages in the Mentoring Relationship	3-9
Ingredients for Mentoring Success	3-10
Commitment	3-10
Boundaries	3-11
Pairing	3-12
Common Mistakes Mentors Make	3-13
Seven Deadly Listening Sins	3-13
Criticizing	3-13
Giving Unsolicited Advice	3-14
Being Trapped in the Drama Triangle	3-14
Unstated Expectations	3-14

Guide to Mentoring: Chapter 4 – NAVIGATE	
Four Steps in Navigation	Chapter 4-2
Purpose-Seeking Questions	4-3
Helpful Hints: Suggestions for Discussion Topics	4-4
Working Together to Cause Learning	4-5
Identify Important Issues	4-5
Goals	4-6
Setting Goals	4-7
Define Objectives	4-8
Determine Actions Needed to Achieve Each Objective	4-9
Ongoing Management of the Process	4-9
Issue Worksheet	Appendix-10
Goal and Strategy Worksheet	Appendix-11

Guide to Mentoring: Chapter 5 –TEST	
Test the Mentoring Relationship	Chapter 5-2
Test the Potential Goals and Objectives	5-2
Test Important Potential Actions	5-2
Test the Goals and Objectives	5-3
Evidence of Mentoring Success	5-3

Guide to Mentoring: Chapter 6 – ORGANIZE	
Develop a Personal Development Plan: Setting Goals and Expectations	Chapter 6-2
Assigning - Pre-Session Preparation	6-2
Inquiring	6-2
Envisioning	6-3
Focusing on Strengths	6-3
Use S-M-A-R-T Concept to Organize Goals	6-5
Organize Personal Priorities	6-5
Organize Professional Priorities	6-6
Other Important Resources to Contact	6-6
Holding a Pastor Accountable	6-6

Guide to Mentoring: Chapter 7 – REVIEW	
Ending Well	Chapter 7-2
Work Health Quotient Survey and Review of the Mentoring Process	7-3
Evaluation	7-4
Celebration	7-4

Guide to Mentoring: Chapter 8 – SHARE	
Selected Endorsements	Chapter 8-2
Tell other Pastors	8-3
Share Successes with the Congregation	8-3
Write an Endorsement	8-3
Tell Denominational Leaders	8-3
Make a Personal Financial Contribution	8-4
Invite a Financial Contribution	8-4
Consider Applying to Join the Ministry Mentors Team	8-4

Guide to Mentoring: Appendix	
Additional Resources	Appendix-2
Index of Online Reference Library	3
Mentoring/Coaching Inventory	6
A Pastor and Mentor Agreement	9
Issue Worksheet	10
Goal and Strategy Worksheet	11
Objectives and Achievements Worksheet	13
12 Meetings with Personal Development Plan	14
Article: <i>Cultural Forces Affecting Ministry</i>	23
Article: <i>Pastoral Mentoring: A Gate to Freedom</i>	27



MINISTRY MENTORS

Online Reference Library Table of Contents

The reference materials listed below are available on the Ministry Mentors website to Ministry Mentors team members using a password protected login from the home page at www.ministrymentors.org

Ministry Mentors agreement with The Steadfast Group, creator of the materials included in the online Reference Library, is limited to using all such materials in the mentoring process and for the Mentors' and Pastors' use in their respective congregations for enhancing pastoral leadership.

Reference Library: Mentoring—Mentoring 5 Phase Program	
1	Introduction Mentoring Materials
2	What Mentoring Is and Why It Works-Mentor
3	1- The Initial Meeting Mentor
4	2- Setting Goals and Expectations-Mentor
5	3- Understanding Mentee Motivation
6	4- The Teaching Moment Mentor
7	5- Special Mentoring Situations-Mentor
8	6- Worksheets Discovering Mentoring

Reference Library: Mentoring—Mentoring 12 Step Process	
1	Introduction Mentoring Materials
2	Mentor 12 Meeting Process and tools
3	A-Introduction Mentoring 12 Meeting Process
4	B-Meeting 1 - Purpose
5	C-Meeting 2 and 3 - Values
6	D-Meeting 4 - Struggles and Achievements
7	E-Meeting 5 and 6 - Strengths
8	F-Meeting 7 and 8 - Support
9	G-Meeting 9 and 10 - Networking
10	H-Meeting 11 and 12 - Assemble and Summarize
11	I-Meeting 5 Companion
12	J-Meeting 7 Companion
13	K-Meeting 9 Companion

Reference Library: Mentoring—Mentoring Program Materials

1	Introduction Mentoring Materials
2	Mentoring Overview
3	Mentor Agreement
4	Mentor Definition and Roles
5	Mentor Program - A Model with Roles Described
6	Mentor Program Mini Template and Elements
7	Mentor Stages
8	Mentor Worksheet and Learning Agreement
9	Mentoring Program Success

Reference Library: Coaching

1	Introduction Coaching Materials
2	Summary of Coaching and Mentoring Techniques
3	Discernment Clearness Committee Process
4	Coach Process - 3 Pages
5	Personal Development Plan PDP Process
6	Coaching Handbook with Tools
7	13 Characteristics of Coaching
8	13 Values to be Coached
9	6 Concerns about Being Coached
10	About Managing Time Essay
11	Board of Advisor Descriptions
12	Chart Principles of Learning
13	Independent Study Process Steps
14	Learner Coaching Form
15	Learner Coaching Form Expanded
16	Lifegrid Stepstones Companion Worksheet Intake
17	Motivation Dilemma Essay
18	Opportunity Analysis Form and Process
19	Self Help Essay
20	Stepstone Personal Management Template Side One
21	Stepstone Personal Management Template Side Two
22	Success Analyzer

Reference Library: Leadership

1	Introduction Leadership Materials
2	10 Leadership Team Commandments
3	3-Meeting Leadership Program LEAD The Issue of Change
4	4 Types of Leaders
5	6 Leadership Guidelines
6	6 Leadership Instincts
7	7 Key Factors to Gain Employee Trust
8	Building Leadership
9	Delegation Instruction
10	Diagnose and Solve Performance Problems Leader Tool
11	Earn and Keep the Right to Lead-Leader Tool
12	How to Build Leadership Strength
13	Increase Your Personal Value to the Firm and Others-Leader Tool
14	LEAD Leadership Program
15	Leadership 101 Effective Executive Summary Drucker
16	Leadership Style and Organizational Personality Essay
17	Leadership Team Guidelines with Commandments
18	Leadership Traits Enneagram Essay
19	Motivate Others with More Effective Coaching
20	On Leadership with Tools
21	Supportive and Assertive Mgmt Initiative SAMI
22	Basic Management Toolkit Print Version - Service Firms
23	Manager Business Tools Interactive Tool Subset

Reference Library: Teamwork

1	Introduction Teamwork Materials
2	Clarify Team Roles and Responsibilities
3	Establish Team Ground Rules
4	Facilitate Team Formation
5	Gain Full Team Commitment
6	Guide Your Team In More Powerful Planning
7	Increase Team Creativity
8	Lead Your Team To Better Decisions
9	Leverage Team Conflict
10	Rapid Project Management
11	Sharpen Your Team Problem Solving Skills
12	Teamwork Clarity Planning with Tools
13	Teamwork Leadership Toolkit Print Version Service Firms
14	Teamwork Program 2-Day Leaders Guide
15	Teamwork Program 2-Day