

St Andrews



MENTEE ROLES AND RESPONSIBILITIES

OVERVIEW

The use of mentoring within St Andrew's Church will have many different forms. In fact, people will probably think of quite different things when they hear words like mentoring, mentor or mentee. The purpose of this document is to outline our current understanding and practise for a mentoring relationship.

Our definition

Christian mentoring is a dynamic, intentional relationship of trust in which one person enables another to maximise the grace of God in their life through the Holy Spirit, in service of God's kingdom purposes, by sharing their life, experience and resources.

Therefore mentoring is more than two people just spending time together. It is a mutual relationship (it flows in both directions), with an intentional agenda (there is an end in mind), filled with meaningful content (combining theory and reality, thinking and practice), from one individual to another (understanding that one has resources and experience the other is eager to learn from).

This may happen in a variety of ways in a variety of contexts. The foundation and each building block of a mentoring relationship are friendship and trust. As a result, the mentoring relationship may include doing activities together, drinking coffee and chatting, attending Church or special events together, connecting on the phone and whatever constitutes building friendship for the mentee.

To be involved in a mentoring relationship is a privilege for both participants, and as a result it is important to be gracious and thoughtful towards each other. When unclear about what to do or how to act, please seek guidance from the mentoring lead (currently Ed Thompson). The gesture of asking conveys respect for what the two of you are working to accomplish.

ST ANDREWS VISION FOR MENTORING:

"To initiate life-giving relationships that encourage, challenge and call out the best in the person being mentored"

This is ultimately our goal in all relationships: it is to show people that they are loved. However, the unique thing about a mentoring relationship is that we are also asking God to use us to influence and empower the person being mentored.



Some basic premises of what makes the ideal mentee are:

1. Eagerness to learn
2. Having patience
3. Rekindled desire to be like Jesus
4. Willingness to be challenged to use God given gifts and talents
5. A desire to broaden horizons and access new experiences
6. Be a risk taker
7. Have a positive attitude

Some things to consider:

- What am I hoping to get out of this mentoring relationship?
- How much time am I prepared, and able, to give to this?
- What ground rules do we need to discuss?
- What are the practicalities and who will take primary responsibility for:
 - Deciding how often to meet, where and for how long?
 - Setting the agenda of each meeting?
 - Defining the goals of your mentoring relationship?
 - Reviewing progress?

What about ground rules for the partnership?

- What sort of confidentiality limits do you want to / need to work with?
- Should you be in touch in between meetings or not?
- Sign a mentoring agreement
- Will any written records be kept of your meetings and if so by whom?
- How will you review the relationship and deal with any problems?
- Although things will change over time, at the first meeting set up some initial ways of working to begin the process.
- Get a better understanding of each other's background, experience and current situation.
- Discuss any previous mentoring that either of you has been involved with. Use this learning to work out what worked well and what didn't.

MENTEE ROLES

Mentoring is a partnership between two individuals, the mentor and the mentee. The mentee is the apprentice who needs to learn from the mentor's knowledge and have the ambition and desire to know what to do with this knowledge.

The mentoring partnership focuses on the needs of the mentee. For this reason the mentee needs to take responsibility for driving the mentoring relationship, for arranging meetings, and for negotiating what they would like to achieve and how they would like a mentor to assist them.



Guidelines for Mentees

1. Allow your mentor to take the lead in the relationship, at least initially. Listen and respect the opportunities, limitations and format of the relationship he or she is able to provide for you. Always act with courtesy and respect towards your mentor.
2. Use active listening skills during discussions with your mentor. Be careful not to interrupt, unless you need to clarify a point and you see no other opportunity or pause. Take notes when appropriate, ask good questions and have a purpose for your questions.
3. Be willing to ask for specific guidance and advice on your goals, plans and ideas. The more specific you can be, the easier it will be for your mentor to help you.
4. Take the initiative to ask for feedback. Feedback, although difficult to hear at times, is critical to your personal growth and development. Demonstrate that you are open to hear new ideas and suggestions to bring out your best and overcome any blind spots.
5. Tell your mentor how you prefer to get feedback (for example, direct, with humour, softened). Don't get defensive. Thank your mentor for taking the risk to be honest with you. Remember, if your mentor was not invested in you, he/she would probably not take this risk. Honest feedback gives you an opportunity to improve yourself and help you to move towards fulfilling your potential.
6. Always be considerate and respect your mentor's time as you do your own. Be thorough, but succinct in your explanations, experiences and comments. Watch for clues that you may be going on too long. It is polite to ask directly if you are talking too long.
7. Return phone calls or messages promptly and be on time with commitments or meetings. If your mentor offers a specific time frame of availability, respect his/her wishes by following through. Only extend the time of your contact if your mentor initiates or insists to extend or complete a task or discussion.
8. Seriously consider all advice or suggestions you receive.
9. Express your appreciation for every form of assistance you get providing positive feedback and thanks to your mentor.



10. Make only positive or neutral comments about your mentor to others. If you disagree with your mentor's values, behaviours, or attitudes, discuss it with him/her directly. Respect your mentor's confidence and trust.
11. Assume the mentoring connection will be strictly confidential (see Safeguarding section). This does not mean you cannot be yourself, or you cannot be friendly.
12. Prepare yourself to move beyond your mentoring connection, once it has served its purpose. Be sure to end on a positive note.
13. Keep the door open to return to your mentor for assistance or advice at a future time.
14. Follow up with your mentor after termination to keep in touch, to share your progress and to continue to express your gratitude.

Confidentiality and Safeguarding is of utmost importance in a mentoring context. You and your mentor should treat all conversations as confidential and be aware of meeting in public places with others in earshot.

However, in the event of a safeguarding concern (a disclosure of harm i.e. when a person may be being harmed or could be harmed by themselves or someone else) the Mentor will:

- Listen and reassure you but won't promise you secrecy.
- Report verbally as soon as possible to the designated mentoring co-ordinator (currently Ed Thompson) or if not available, the safeguarding rep or Vicar. The information will be dealt with appropriately from there.
- Write down a full account of what occurred and/or what caused them to be concerned, as soon as possible afterwards.

If there are things that arise from your mentoring relationship that are a cause for concern, you should speak to the Mentoring Lead (currently Ed Thompson) or the Clergy responsible for Mentoring (currently Rev Olly Mears) as much as possible without breaking confidence.