

**CLERGY MENTORS**  
**TIMELINE AND PROCESS**

**Timeline and process:**

1. As soon as a candidate is commissioned, he/she self-selects a full connection (deacon or elder) member of the California-Pacific Conference for his/her mentor. That name must be submitted by September 15<sup>th</sup> of the year of Commissioning.
2. There is online training available for the mentees and their mentors in the Fall each year. The Mentees will be sent the online link for the training by Cathy Wilson and will be expected to share that with their mentors.
3. Submit the name and e-mail address of the self-selected mentor to the Associate Director, Cathy Wilson via e-mail ([cwilson@calpacumc.org](mailto:cwilson@calpacumc.org)).
4. After receiving confirmation of the relationship from Cathy Wilson, develop a Covenant Agreement, "Forming a Covenant": which is found in the "*Clergy Mentoring: A Manual for Commissioned Ministers, Local Pastors, and Clergy Mentors*" (Please refer to the [http://www.bomlibrary.org/wp-content/uploads/2014/06/Clergy\\_Mentoring\\_2013.pdf](http://www.bomlibrary.org/wp-content/uploads/2014/06/Clergy_Mentoring_2013.pdf). You will find directions for the "Forming a Covenant" agreement form on page 15.
5. Only one Covenant Agreement is required by November 1st of the year candidates are commissioned as provisional members. If, in subsequent years, there is a change of mentor, then a new Covenant Agreement is to be established with the new mentor. Equally, if the agreement changes even though it is with the same mentor, an amended agreement is to be submitted to Cathy Wilson. Again, this can be sent to Cathy Wilson via e-mail.
6. Once the agreement is approved and you get confirmation of that from Cathy Wilson, the mentor and the mentee meet at least three times during the annual conference year.
7. All Mentor/Mentee reports are due by **May 1st** even for those being Ordained. The guidelines for the report are described on the next page. The report needs to be signed and submitted to Cathy Wilson electronically in a single PDF (not individual PDF's for each page, e-mail to [cwilson@calpacumc.org](mailto:cwilson@calpacumc.org).

## CLERGY MENTOR/MENTEE

### REPORT WRITING

This mentoring report is used to verify participation in the process. It is to be DESCRIPTIVE and NON-EVALUATIVE in nature. The report simply reports events, agreements, or topics discussed.

#### Steps for writing a report:

1. The mentee writes a first draft of the report.
2. The mentor reviews the report and makes amendments, if needed.
3. If the report has no amendments, both the mentor and mentee sign the report. Then the mentee submits the report, electronically in a single PDF format.
4. If the report is amended, the mentor returns the report to the mentee without signature.
5. If the mentee disagrees with the report as amended, he or she makes further amendments and returns the report to the mentor for signature.
6. If the mentor disagrees with the mentee's amendments, he or she repeats the process with the mentee until an agreement is reached.
7. The basic principle is for the mentor and the mentee to agree on and **both sign** the report. The mentee will sign off last and submit the report to Cathy Wilson, [cwilson@calpacumc.org](mailto:cwilson@calpacumc.org) electronically using a single PDF format (not several different attached pages, but all in one attachment as a .pdf document). A signed and scanned signature from both Mentor and Mentee will be accepted. Electronic signatures are accepted only if they are date stamped with IP address from your computer.

Clergy Mentor/Mentee reports are due May 1<sup>st</sup> of each year while Mentees are in their Provisional status.