

Diocese of Huron
Ministry Description

Form Date: March 14, 2001

Revision Date:

Ministry Title: Mentor (for newly ordained priests and deacons)

Position reports to: the Bishop.

Name of Mentor: _____

Name of New Cleric: _____

Mentor assigned to Cleric for the period of: _____

Primary Function: 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 newly ordained deacon/priest, provides telephone contact for questions/concerns/support, provides the new priest/deacon with training, guidance and support,.

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. The Mentor provides feedback regarding the new cleric to the Bishop.

Responsibilities:

The new cleric is responsible for contacting their mentor with any questions/concerns. The new cleric is responsible for attending meetings with the mentor as scheduled. The new cleric is responsible for attending ongoing educational opportunities, attending clericus, attending clergy conference, Partners in Ministry meetings, etc.

Under the supervision of the Bishop or their designate, the Mentor is responsible for reviewing/teaching/ensuring the new cleric is knowledgeable in the following:

- q 'practice' communion
- q prepare for and 'practice' baptism, review documentation
- q prepare for and 'practice' wedding, review documentation, filing of paperwork
- q paperwork to marriage commission for a divorced couple presenting themselves for marriage
- q conducting marriage preparation/connecting with local resources
- q funeral preparation and conducting
- q conducting confirmation classes, preparing the service for the Bishop's visit, etc.
- q pastoral counseling, tracking pastoral visits, confidentiality
- q record keeping, file maintenance, sending documents, registries to Archives

- q resources for alternative liturgies
- q conducting services in Nursing Homes, etc.
- q pastoral letters—Easter, Christmas, other?
- q Easter liturgies
- q Self care, continuing education, prayer life, personal life
- q Stewardship
- q Sunday School resources
- q Encourage cleric to seek a spiritual director
- q How to prepare for, conduct and assess a Vestry Meeting.
- q How to prepare for and conduct a Board meeting
- q Management/supervision/evaluation of paid employees
- q Screening volunteers

q Other _____

The above items have been reviewed with me.

Signature:

Cleric: _____ Date: _____

Mentor: _____ Date: _____

Please check off the boxes on the form above and send to the Synod office for maintenance in the new clerics file at the end of the two-year period.