

1 Pacific Southwest District
2 Church of the Brethren
3 Ministry Commission

4 **I. Guidelines for Mentors of Licensed Ministers**

5 **Background**

6 The Pacific Southwest District has an ongoing concern for leaders in ministry. Continuing in the
7 tradition of calling people to ministry and providing council for them the PSWD has instituted a
8 program of mentors. Mentors are usually experienced ministers who are serving or have served as
9 pastors of congregations. The mentoring relationship duties with the licensee ends if and when the
10 licensee is ordained. However the mentoring relationship can continue, and in fact is encouraged
11 beyond ordination if the relationship with the mentor is a helpful one and if both parties agree for
12 it to continue.

13 Mentoring is not a new concept. Apprentice work provides a precedent that goes back hundreds of
14 centuries. Mentoring a person who has been newly called to the ministry is not only teaching the
15 content of the craft and helping the person become equipped for the task, it also entails helping the
16 person evaluate his or her call and discovering how that call is to be carried out. The mentor will
17 “walk with,” tutor, listen to, counsel, and share experiences with the licentiate. Mentoring is a
18 relationship of learning, growing, and caring.

19 **Qualifications – The mentor shall:**

- 20 1. Be an ordained minister of the Church of the Brethren with at least five years of pastoral
21 ministry experience. Exceptions to this are on a case to case basis.
- 22 2. Be a person who is mature, spiritually committed, and consecrated to Christian living in the
23 home, church, and community.
- 24 3. Be a person who demonstrates a strong commitment to the ideals, polity, and program of the
25 Church of the Brethren.
- 26 4. Have the ability to exercise mature judgment and to offer guidance and counsel.

27 **Functions – The mentor shall:**

- 28 1. When licensee has initiated first scheduled meeting, then establish with him/her a regular contact
29 schedule including no less than one contact a month with at least two meetings a year.
- 30 2. Be on call to give requested counsel to the licensed minister when issues may arise in the course
31 of ministry or the licensee’s educational preparation for ministry.
- 32 3. Continually check with the licensee on the status of the latter’s call and how the response to that
33 call is progressing. The mentor may provide resources or information that will help the licensee
34 understand the implications of a call to ministry.

- 35 4. Support the growth and disposition of the licensee
- 36 a. Through regular prayer
- 37 b. With notes, calls, meetings for encouragement
- 38 c. By being a trusted friend who is able to keep confidences
- 39 5. Be accountable to the Ministry Commission of the PSWD and make reports to the Nurturing and
- 40 Credentialing Committee yearly. This yearly report will be an evaluation of the licensee's
- 41 progress in preparation for ministry.
- 42 6. Notify the District Executive Minister or the chair of the Ministry Commission if the relationship
- 43 to the licensed minister is not satisfactory.
- 44 7. Encourage the licensed minister's congregation to support and utilize the gifts of the licensee.

45 **District's Responsibility to Mentors**

46 The District, through the Ministry Commission shall:

- 47 1. Appoint a mentor for a licensed minister as soon as the person's license is approved.
- 48 2. Provide a briefing session for each mentor regarding his/her functions and any pertinent
- 49 background information about the licensee matched with the mentor.
- 50 3. Be sensitive to the demands of the mentor role and express appropriate and periodic appreciation
- 51 to those who serve as mentors.
- 52 4. Send to the mentor annual report forms and copies of other materials that go from the District
- 53 Office to the licensed minister.
- 54 5. At the time the candidate for licensing has an interview, the Ministry Commission should
- 55 introduce the mentor program, discuss its value and how the licensee could relate effectively to
- 56 a mentor.

57 **Mentor Overseer**

- 58 1. The District has created the position of District Mentor Overseer to help in the Mentoring
 - 59 Process.
 - 60 2. The overseer will help the licensee and the mentor to work together to accomplish the various
 - 61 aspects of this policy.
 - 62 3. The Overseer will work closely with the District in the choosing and monitoring of the
 - 63 mentoring program.
 - 64 4. The Overseer is directly responsible to the Ministry Commission and works closely with the
 - 65 commission.
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66 II. Guidelines for Licensed Ministers

67 The licensed minister shall:

- 68 1. Take the initiative to contact your mentor to arrange the first meeting.
- 69 2. Cooperate with the mentor in establishing successive contacts, including at least two meeting
70 times per calendar year.
- 71 3. Engage in studies appropriate for training in ministry in programs approved by or provided by
72 the district.
- 73 4. Attend District Conference and other district events related to the growth and functions of the
74 ministry.
- 75 5. Maintain a close relationship with the congregation in which he or she has been licensed and/or
76 is a member.
- 77 6. Respond to invitations from his/her home congregation to participate in worship leadership and
78 such other opportunities as may prepare him/her for ministry.
- 79 7. Propose an annual ministry plan with goals for preparation and practice of ministry and discuss
80 the plan regularly with the mentor. After consultation about the plan with the mentor, the plan
81 shall be submitted to the District Office for inclusion in the licensee's folder.
- 82 8. Be a subscriber and regular reader of Messenger and Caregiving (*name changed to Basin & Towel*).
- 83 9. Review with the mentor the Ministerial Leadership paper, the Ethics in Ministry paper, the
84 Manual of Organization and Polity, and any other basic documents of the Church of the Brethren
85 that the mentor may deem important for the licensee's knowledge.
- 86 10. Complete and return promptly the annual report form sent by the Ministry Commission or the
87 Nurturing and credentialing Committee.
- 88 11. Attend the annual review meeting for licensed ministers.

89 The District Shall:

- 90 1. Establish an active contact with the licensed minister by appointing a mentor immediately upon
91 the licensee's approval for licensed ministry.
- 92 2. Provide for each applicant for licensing the two denominational ministry documents, Ministerial
93 Leadership and Ethics in Ministry. Present as a gift to persons at the time of their licensing the
94 minister's manual, For All Who Minister.
- 95 3. Make the annual licensed minister's meeting and review time an exciting and helpful occasion.
96 Evaluations should be a mutual exchange of ideas and concerns about the licensee's goals and
97 progress.
- 98 4. Make financial assistance accessible, as available, for the licensed minister to pursue a
99 district-approved educational path toward ministry.
- 100 5. Maintain a file on each licensed minister which should be passed to the new district should the
101 licensee change official residence.

102 6. Provide for an appropriate service of licensing in the licensee’s home church when the licensing
103 is approved.

104 **The congregation shall:**

105 1. Plan for the licensing service to be at a time when a large portion of the congregation can attend.

106 2. Provide ample opportunity for the licensed minister to participate in a wide variety of
107 meaningful congregational activities, such as occasional preaching, leading worship, assisting
108 in major services such as Love Feast, anointings, etc.

109 3. Give encouragement to the licensee to achieve an adequate education for the set-apart ministry.

110 4. Be alert to the financial needs of the licensed minister in achieving educational goals and
111 establish funds that could be available as grants or loans.

112 5. Provide at least annually for the licensee to attend an executive committee meeting or a meeting
113 of the Ministry Commission for mutual sharing and dialogue.

114 6. Submit an annual evaluation form of the licensee to the District Office.

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116 Approved by the Ministry Commission on August 8, 2009