

**General Board of Higher Education & Ministry
Division of Ordained Ministry
Clergy Mentor Job Description**



General Clergy Mentoring Responsibilities

- ❖ Meet to establish a covenant and schedule for regular and ongoing meetings.
- ❖ Pray for those who are mentored.
- ❖ Use the *Clergy Mentoring Manual* published by GBHEM as a guide for meeting content, structure, and covenant.
- ❖ Establish and maintain negotiated confidentiality in the mentoring relationship, building on trust.
- ❖ Make at least one onsite visit to the workplace of the local pastor or provisional member each year to enhance reflection on ministry practices. Do not meet with the S/P-PRC or the DS as a part of the site visit.
- ❖ Help the person or group being mentored to focus on issues of role, authority, and office, and to reflect theologically on their practice of ministry.
- ❖ Encourage the clergy to reflect on their growth in discernment of vocation.

Local Pastor Mentor Responsibilities

- ❖ Become familiar with Course of Study and Extension School for local pastors and the educational materials used.
- ❖ Discuss Course of Study work with the clergy and consult on matters of pastoral responsibility. Discuss specific assignments from Course of Study instructors.
- ❖ Offer feedback about coursework.
- ❖ Know about resources, contact persons, and procedures relevant to continuation as a Local Pastor – including any dCOM deadlines related to the application process for continuation and interviews.
- ❖ Write annual mentor reports for the dCOM.

Provisional Member Mentor Responsibilities

- ❖ Learn about the Residency in Ministry (RIM) program and materials used for RIM.
- ❖ Know the resources, contact persons, and procedures relevant to the provisional process – including any BOM deadlines related to the application process and interviews.
- ❖ Write annual mentor reports to the BOM.

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