

## MENTOR-SUPERVISOR CHECKLIST

\_\_\_ Participate in developing and approving the candidates training plan.

\_\_\_ Meet regularly with mentee: weekly, bi-weekly, or monthly.

\_\_\_ Support the participant by asking mentoring questions and holding him or her accountable. Representative coaching questions include the following.

1. How can I be most useful to you during this meeting?
2. What have you found to be rewarding about your ministry and/or training plan progress since our last meeting?
3. What is one thing that you would like to see improved?
4. What competency area is it that you are currently focusing on?
5. Where do you need the most help? How can I be of help?
6. What can I hold you accountable for between now and our next meeting?

\_\_\_ Ensure that the candidate is posting evidences of competency to his or her e-portfolio. Checking the portfolio and discussing postings monthly is recommended.

\_\_\_ Chair the candidate's Supervisory Team (3 to 4 persons serving as an accountability group) which meets a minimum of twice a year.

\_\_\_ Guide the candidate's overall learning of pastoral ministry, addressing theological and practical questions, debriefing the psychological assessment, dialoging on the whole of the candidate's learning and debriefing appropriate assignments in the candidate's Training Plan.

\_\_\_ Facilitate the writing of the candidate's credo unless someone else is designated.

\_\_\_ Submit written reports every six (6) months to the Commissioned Pastor Coordinator as to the candidate's learning and progress.

\_\_\_ File a final report to the Commissioned Pastor Coordinator when the candidate finishes the Training Plan. The final report recommends candidate to the classis for review, exam and commissioning.

\_\_\_ Receive an annual honorarium of \$500.00 which will be written in conjunction with the attainment of specified benchmarks. The check is sent from Church Leadership Center..