

Job Description for Mentors

- Thoroughly familiarize yourself with the revised certification procedure.
- Upon receiving a school assignment, call and introduce yourself. Offer insights into the process that may be helpful.
- Establish a plan to stay in touch through email, phone, etc.
- Call again within the month and offer to visit the school, if feasible. Review topics to be evaluated and offer helpful suggestions, copies of documentation, etc.
- Call again in January and February. Keep in touch—keep encouraging! Assist director in monitoring progress of self-study.
- Remind director of March 1 deadline for mailing complete self-study packet.
- Notify the certification chairperson regarding status of assigned school by March 10. If the applying school decided to withdraw, encourage to continue the process next year.
- Read the self-study packet and proof of documentation carefully. Take notes to clarify points at the on-site visit.
- Arrange an on-site visit in March or April.
- Meet with other mentors to review the applying school's self-study and results of the on-site visit.
- Complete the self-study (criteria met/not met) and write a summary letter. The letter should include the status of certification, either received or deferred. Make copies to send to the Office of Connectional Ministries.
- Mail the summary letter to the director.
- Call to congratulate the director or encourage to continue with the certification process next year.
- Return original complete self-study packet to the applying school.