Education for Ministry
62 Herewini St
Titahi Bay, Porirua 5022

Expectations of Mentors

Dear Mentor

Thank you for being a mentor in the Education for Ministry programme. This letter outlines your role and responsibilities as a mentor. Please read this letter carefully before you sign the Mentor Registration Form.

Accountability

As an EFM mentor you are accountable to the University of the South, in Sewanee, Tennessee, through EFM New Zealand. You are responsible for the delivery of the EFM programme at the local level and for the administrative tasks of running an EFM group, in accordance with guidance from EFM New Zealand and the Administrator.

EFM in New Zealand is a charitable trust, governed by a Trust Board. The Trust Board members meet to make decisions on the governance of EFM in New Zealand, and all members of the EFM community in New Zealand (trainers, mentors, group members, and graduates) are members of the Trust.

Role

The EFM group mentor is guide, enabler, and companion. You are responsible for facilitating your group discussion about the course content. You are not expected to lecture or teach the course, but you are expected to prepare for your meetings and lead your group as it explores the material, encouraging them to take responsibility for their learning and personal reflection.

You are also responsible for leading your group through the process of theological reflection and other exercises designed to explore and deepen understanding of the Christian faith. The EFM curriculum explicitly encourages group members to engage in theological reflection not only in a group setting, but also as an individual life skill.

Everyone in an EFM group is expected to participate fully, and to contribute to group life through discussion, sharing of experiences and thoughts, and leading worship. You are expected to participate fully in this process too. In addition, as mentor, you are responsible for ensuring that EFM group life involves a healthy balance of study, reflection, worship and fellowship. You guide the group to establish its norms and standards, and encourage each person to participate as an active member of the group.

As mentor, you are the administrator of EFM at the local level. This includes recruiting group members, which may involve convening local promotional or information events, enrolling your group, assisting group members to source their text books, collecting course fees, ordering and distributing programme materials as appropriate, and certifying group members for graduation certificates. You are responsible for working with your group to determine the schedule for the year, and the meeting

location and time. You are also required to ensure that the meeting places for EFM groups meet basic health and safety requirements (for example, safe access, clear guidance for emergency exit/evacuation procedures, adequate lighting, safe appliances, and satisfactory rest room facilities).

Training

Active EFM mentors mentoring a group are required to regularly attend mentor training events. This involves attendance at an in-service training event within six months of attending basic training, and annually thereafter. Failure to take advantage of training sessions could disqualify you from continuing as a mentor. If attendance is a problem because of distance or the inaccessibility of training, please contact your local trainer so that some other arrangement can be worked out. A mentor whose accreditation has expired for more than three years must attend basic training before resuming as a mentor either with an existing group or a new group.

Co-mentors

A mentor may choose to have a co-mentor to assist them in leading a group. Co-mentors may be EFM graduates, or group members who, through the course, express interest in training to be a mentor or display the skills needed to be a mentor. Like mentors, co-mentors and prospective co-mentors need to attend basic and in-service training events.

Mentor Knowledge, Skills and Attitudes (KSA)

At mentor training events, each mentor is given the opportunity to consider and discuss their knowledge, skills and attitudes with the trainers and identify any areas requiring development. A copy of the KSA expected of mentors is attached to this letter. You will be advised at or after a training event whether you receive mentor accreditation.

Commitment

We expect a year's commitment to the programme from you and from each participant. The course can be completed by continuous attendance and active participation in a group through the four year programme. Alternatively, participants may choose to complete a year, then take a short break (e.g. 1 or 2 years) and re-enrol with the same or another group at the beginning of a subsequent year of study, if necessary, in another location.

From time to time, group members withdraw from an EFM group. It is the policy of the EFM Board that fees once paid are not refundable, with the exception of circumstances, where the programme is not able to continue to be offered. However, should a participant need to withdraw from the programme during the year (for example for health reasons, or moving away from the area) and wishes to return at a later date, to the same or another group, it will be necessary to pay a fee but this may be reduced. Please discuss any instances of this with the Administrator.

Group Enrolment

To enrol a group, please refer to the information in the secure section of the EFM website: www.efm.org.nz .and in the Mentor's Manual Once you are ready to start enrolling a group contact the Administrator who will add your group to the enrolment forms.

Enrolment forms are completed online. The Administrator will advise you when he receives enrolments and when payment is made. Unless arrangements are made the fee must be paid at the time of enrolment. Where an invoice is required, the Administrator will create one. Mentors and co-mentors (one per group) do not pay course fees. The Group Enrolment form will be used as the source of information for creating the group in Pathwright. Please ensure email addresses are correct as these are used as the username of participants.

When any changes occur in the membership of a group, please inform the Administrator.

It is important that group members are aware of their commitment before enrolling and paying for EFM. Please print and give each prospective member a copy of the Letter of Understanding (available on the secure section of the EFM website) to ensure that they are aware of their commitments before signing up.

Some churches or dioceses offer subsidies for members of their faith communities to enrol in EFM. It is worth exploring these possibilities, particularly if someone may be precluded from enrolling for financial reasons.

There may be people wanting to join an existing EFM group because a new group is not starting in their area immediately. Provided a group stays within 5-12 members, new participants may enrol in an existing group, but only at the start of the group's new year of study. Experience has shown that it works better to enrol more than one new member at a time, so they have at least one other member in the same year of study. Should the size of a group fall below the minimum of 5, please work with your group to find replacement members, so that the group continues to remain viable. Any concerns about the viability of an EFM group should be discussed with the Administrator.

Resources

All participants in EFM including mentors and co-mentors will be registered in Pathwright **when a group is enrolled and all fees paid**.

All Mentors and participants are responsible for buying their own text books. However, one active mentor (or co-mentor) per group is entitled to claim reimbursement for the text books that they need for their group, using the appropriate claim form with original receipts attached.

Expense claim forms (available on the secure section of the EFM website) must be submitted, in the actual year in which the expense was incurred.

Evaluation

It is important for both mentors and participants to evaluate all aspects of the programme at the end of each year of the programme. As Mentors it is your role to facilitate these evaluations.

Graduation

When Year 4 members approach the completion of the course, please complete the Application for Graduation Certificates Form and forward to the Administrator so that EFM NZ Graduation certificates may be prepared, and University of the South Graduation Certificates ordered. Please ensure you request the Certificates at least 10-12 weeks before the planned graduation. The EFM Board expects that Mentors will arrange a graduation celebration or ceremony to mark the graduation of group members and present their certificates. This is also a superb EFM promotional opportunity. Please talk to the Administrator about details of support available.

Mentor Changes

If it is necessary for you to leave the group, you must get in touch with us so together we can work out a way forward for your group. We will work with the local trainer to identify options for the future mentoring of the group.

Group Changes

It is extremely important that changes or adjustments affecting your group are communicated to the Administrator so that we can maintain up-to-date records of EFM participants for our own records and to fulfill our contractual obligations to the University of the South in Sewanee. The Group Progress

form is the easiest way to pass on this information, at the end of one study year and the beginning of another. This form contains space for changes of contact details and withdrawals from the group to be recorded.

Complaint Procedure

People involved in the Education for Ministry community who have concerns about the way the programme is being conducted are welcome to email or write to the Administrator. The matter will be passed on to the EFM NZ Trust Board or the trainer network.

Further information

Please feel free to either contact a Trainer, or the Administrator if you have questions about your role as mentor

May God bless you in your ministry as an EFM Mentor.

Michael Crawford-Butler
Administrator