

Mentor's Manual

2008-2009

Ministry is...

following in Christ's footsteps.

*It's not only having the same attitude as Christ,
but becoming more like Him.*

*He wants ministry to flow out of your heart,
as a way of life.*

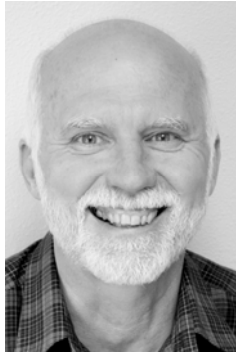
- Jim Saemenes, Director



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Student Ministries Staff

2008-2009



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The Student Ministries Office is located upstairs in the JCA Student Center. We're here to help!

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STUDENT MINISTRY COVENANT FORM
DUE: SEPTEMBER 17, 2008



Name: _____

MSC#: _____

Student ID#: _____

Course ID#: _____

Ministry Covenant Form

The Student Ministry Covenant is a year long agreement binding Multnomah University, the student, and a ministry mentor to the mutual goals of support and commitment to the other's life and ministry.

STUDENT'S COMMITMENT:

1. I will serve faithfully in this ministry on a weekly basis, averaging 2-4 hours per week for a minimum of 12 weeks each semester, or a total of 35 hours or more over a number of weeks.
2. I will have a teachable spirit in order to learn from this ministry experience.
3. I will submit this Covenant Form to Student Ministries no later than the third Wednesday of this semester.
4. I will contact the Student Ministries Department if any problems arise.
5. I will complete all assignments given to me by the Student Ministries Department and/or my ministry.

Student Signature _____ Student ID# _____ MSC# _____
 Student Name _____ Email _____

MENTOR'S COMMITMENT:

1. I am experienced in the student's desired area of ministry.
2. I am currently approved by my church/organization to be a mentor.
3. I will consistently provide personal mentoring and supervision of the student.
4. I will complete an evaluation and review it with the student prior to returning it to Student Ministries.
5. I will contact the Student Ministries Department if any problems arise.
6. I am committed to the process of helping this student grow in his/her skill and love for ministry.

Mentor Signature _____ E-mail _____
 Mentor Name (*please print*) _____ Phone Number _____
 Address _____ City _____ State _____ Zip _____

Ministry Organization _____
 Ministry Address _____

 Phone Number () _____
 Title of Ministry _____

I am ministering: At a church On campus Other

Description of Responsibilities: What will you be doing? With and to whom? What are your specific ministry and personal goals? What do you desire to learn from your ministry and your mentor?

(Continue on back if needed)

SEMESTER: Fall 200__ Spring 200__

TYPE OF MINISTRY (*circle one*):

*Adult	*HS Youth
*Arts	*JH Youth
*Audio/Visual	*JH/HS Youth
*Camp	*Missions
*Children	*On Campus
*College	*Social Work
*Counseling	*Sports
*Elderly	*Teaching
*Evangelism	*Tutoring
*Handicapped	*Urban
*Homeless	*Worship
*Hospital	*Other:

Office Use Only

Date: _____ Pts: _____ PC
 Approved by: _____ MUD

2008-2009 Student Ministries Assignments

Fall 2008 - Spring 2009

MONTH	DATE	DAY	EVENTS & LOCATIONS	TIME
September	17 th	Wed	Ministry Covenant Form DUE (<i>Assignment #1</i>)	by 5:00pm
October	8 th	Wed	Mid-Term Reflection Paper DUE (<i>Assignment #2</i>) * see Syllabus for requirements	by 5:00pm
December	3 rd	Wed	Final Reflection Paper DUE (<i>Assignment #3</i>) * see Syllabus for requirements	by 5:00pm
	3 rd	Wed	Final Evaluation Form DUE (<i>Assignment #4</i>)	by 5:00pm
January	28 th	Wed	Ministry Covenant Form DUE (<i>Assignment #1</i>)	by 5:00pm
March	4 th	Wed	Mid-Term Reflection Paper DUE (<i>Assignment #2</i>) * see Syllabus for requirements	by 5:00pm
May	13 th	Wed	Final Reflection Paper DUE (<i>Assignment #3</i>) * see Syllabus for requirements	by 5:00pm
	13 th	Wed	Final Evaluation Form DUE (<i>Assignment #4</i>)	by 5:00pm

2008-2009 Student Ministries Events

Fall 2008 - Spring 2009

MONTH	DATE	DAY	EVENTS & LOCATIONS	TIME
August	28 th	Thur	Student Ministries Chapel (<i>Central Bible</i>)	10:00-10:50am
September	3 rd	Wed	Multnomah Ministry EXPO (<i>Lytle Gymnasium</i>)	9:00-11:30am
	30 th	Tues	Day of Outreach (<i>Central Bible</i>)	8:00am-12:00pm
October	21 st	Tues	Mentor's Orientation Dessert (<i>JCA</i>)	7:30-9:00pm
November	19 th	Wed	Day of Prayer & Praise (<i>Central Bible</i>)	8:00am-12:00pm
December	4 th	Thur	Student Ministries Celebration Chapel (<i>Central Bible</i>)	10:00-10:50am
January	12 th	Mon	Student Ministries Chapel (<i>Central Bible Church</i>)	10:00-10:50am
	22 nd	Thur	Camping Fair (<i>Lytle Gymnasium</i>)	10:00am-12:00pm
March	11 th	Wed	Day of Prayer & Praise (<i>Central Bible</i>)	8:00am-12:00pm
April	7 th	Tues	Day of Outreach (<i>Central Bible</i>)	8:00am-12:00pm
	30 th	Thur	Student Ministries Celebration Chapel (<i>TBA</i>)	10:00-10:50am

Weekly Ministry and Mentor Contact Log

FALL 2008

Minimum Ministry requirements: 12 weeks or 35 hours

Minimum Mentor Meetings: 8

Week #	Week of:	Fulfilled Ministry/Hours:	Mentor/Student Contact Fulfilled
	Aug. 22-24 th	<i>College Orientation and New Student Registration</i>	
#1	Aug. 25-31		
#2	Sept. 1-7		
#3	Sept. 8-14		
#4	Sept. 15-21		
#5	Sept. 22-28		
#6	Sept. 29-Oct. 5		
#7	Oct. 6-12		
#8	Oct. 13-19		
#9	Oct. 20-26		
#10	Oct. 27-Nov. 2		
#11	Nov. 3-9		
#12	Nov. 10-16		
#13	Nov. 17-23		
#14	Nov. 24-30		
#15	Dec. 1-7		
#16	Dec. 8-12		

SPRING 2009

Minimum Ministry requirements: 12 weeks or 35 hours

Minimum Mentor Meetings: 8

Week #	Week of:	Fulfilled Ministry/Hours:	Mentor/Student Contact Fulfilled
	Jan. 9-11 th	<i>College Orientation and New Student Registration</i>	
#1	Jan. 12-18		
#2	Jan. 19-25		
#3	Jan. 26-Feb. 1		
#4	Feb. 2-8		
#5	Feb. 9-15		
#6	Feb. 16-22		
#7	Feb. 23-Mar. 1		
#8	Mar. 2-8		
#9	Mar. 9-15		
#10	Mar. 16-22		
#11	Mar. 23-29		
#12	Mar. 30-Apr. 5		
#13	Apr. 6-12		
#14	Apr. 13-19		
#15	Apr. 20-26		
#16	Apr. 27-May 3		
#17	May 4-10		
#18	May 11-15		

MULTNOMAH



Dear Mentor,

The basic objective of Multnomah University is to train men and women for a life of fruitful service to God. To accomplish this, we offer more than classroom training; we offer them the practical training that can only come through hands-on experience in service and ministry.

Many students enrolled at Multnomah come with very little experience or background in serving the Lord. Consequently, they are in need of careful training in practical Christian work. Even experienced students who are seasoned in ministry can always use new ideas and will richly benefit from being accountable to someone else. It is impossible for our department to adequately supervise and personally train all Multnomah students as they minister throughout the Greater Portland/Vancouver area.

The Student Ministries program requires each student to choose their own mentor to give them personalized guidance to provide the best learning experience possible. We are relying on you as their mentor to love them and give them constructive assessments of their work. We see your role as a mentor as being very fundamental to the success of our program. *We could not* accomplish our goal without you!

Your responsibility as a mentor will be a big challenge, and will take time and commitment. It also assumes a certain understanding of the Student Ministries program, its expectations, requirements and procedures. This Mentor's Manual is designed to help you understand some of the guidelines to our program. It also gives some ideas about what we ask of you as a mentor.

Thank you for your willingness to assist the student, the Church, and the Student Ministries program in this significant role. We appreciate you, we value your insights and ideas, and we want you to know you will always have our support. Please feel free to contact us at 503.251.6470 if you ever have any questions or concerns.

In our Lord's service,

A handwritten signature in black ink that reads "Jim Saemenes".

Jim Saemenes
Director of Student Ministries

*If it's Bible you want,
then you want Multnomah!*

MULTNOMAH UNIVERSITY MISSION STATEMENT

To produce, through collegiate education, biblically competent, culturally aware, maturing servants of Jesus Christ whose love for God, His Word, and people shapes their lives into a transforming force in the church and the world.

THE MISSION of the STUDENT MINISTRIES DEPARTMENT

Student Ministries exists to develop imitators of Christ by integrating students' academic understanding of the Word of God with experiential learning to be effective witnesses and servants in the church and world. We facilitate the fulfillment of Multnomah's mission statement and core values, in compliance with ABHE requirements.

***** INTRODUCTION TO STUDENT MINISTRIES *****

Student Ministries exists to provide students with opportunities to take classroom knowledge (theory) and apply it to real life situations (practice). Their study of truth and the integration of that truth must go hand in hand. In fact, teaching *without* practical experience produces an incomplete education. Jesus, Himself, gave His disciples service assignments as a necessary part of their training (*Matt. 10:5-11:1; Mark 6:7-13; Luke 9:1-6*). Learning by doing most fully completes your education.

Student Ministries encourages you to follow in Christ's footsteps by having the same attitude as Jesus and becoming more like Him by loving God with all of your heart, soul, mind and strength and loving people. Ministry should flow out of your heart as a way of life; not because you *must*, but because you are so loved by God that ministry and service are responses of worship to Him. Ultimately, we desire to see you develop a "ministry heart" that will invade and affect your whole life now...and *after* Multnomah!

We make every effort to communicate what you need to know in order to help students succeed in the Student Ministries program. Your careful attention to the guidelines below will help to avoid confusion:

- 1) Our department communicates important messages regularly through **the email address you provide on the student's Ministry Covenant Form**, and periodically through letters.
- 2) We may arrange a time to meet with students you mentor so we can see how their life and ministry are going.
- 3) When you have questions, please contact us. We are here to help you... we *want* to help you!
- 4) The student is ultimately responsible for having a great Student Ministry experience. Reading their syllabus, manual, asking questions and coming to see us will contribute to their experience.

DEPARTMENT PURPOSE & OBJECTIVES

The primary purpose of the Student Ministries Department is to provide "hands on" experiences to train students for a lifetime of fruitful ministry. Student Ministries is an integral part of the total academic program. It functions under the supervision of the Academic Dean and is administered by a team of qualified faculty and staff.

Students serve consistently in ministries while being mentored directly by field mentors and indirectly by our department. For each semester of ministry completed, the student fulfills one (1) Student Ministry credit. Students graduating from Multnomah University must have successfully completed six (6) Student Ministry credits.

To fulfill its purpose, the Student Ministries Department has five (5) objectives. The following objectives specify how the department has determined to meet its mission:

OBJECTIVES:

1. To cultivate a heart for intentional ministry of love and service to God and people.
2. To provide a comprehensive program that gives students with meaningful opportunities for practical ministry experience.
3. To offer ongoing interaction, encouragement, and prayer with like-minded ministry peers.
4. To provide coaching and evaluation of students as they reflect on their ministry experiences.
5. To assist students in determining their personal ministry strengths and abilities.

PHILOSOPHY OF STUDENT MINISTRIES

Effectively building into students a heart for ministry reflected in a missional life requires certain principles. These theologically, educationally, and ministry-oriented principles provide the foundation for determining the actual procedures and policies of the Student Ministries Department. Our department has the following philosophical and Biblical priorities and beliefs:

- All committed Christians will love and serve God and other people. Ministry is an act of loving and serving God, resulting in a missional life. (*Matt. 22:34-40; James 2:14-24; 1 John 4:19-21*)
- God's primary ministry agent is the local church. (*Matt. 16:18*)
- People learn best by doing. (*Luke 6:40*)
- Practical education is an integral part of a complete academic program.
- Developing personal and ministry skills is most effective when it is intentional, systematic, progressive, and related to personal or vocational goals.
- Developing personal and ministry skills is most effective when guided and stimulated by personal mentorship, accountability, and evaluation. (*Prov. 27:17*)

BASIS OF COURSE EVALUATION FOR STUDENT MINISTRY CREDIT

Credit/No-Credit

In order to fulfill Multnomah University's requirement for graduation and receive credit for Student Ministries, a student must satisfactorily complete all four (4) assignments listed below, in addition to the requirements on page 15 (*see Specific Requirements to Receive Credit*). If a student does not submit all four assignments, they will not receive credit.

*If they do not receive credit for a section/course (SM 100, 110, etc) they will need to retake that section before graduation.

Assignment #1	Ministry Covenant Form <ul style="list-style-type: none"> • Late/incomplete form will result in a loss of 5 points per day 	20 pts
Assignment #2	Mid-Term Reflection Paper (<i>see Student Syllabus</i>) <ul style="list-style-type: none"> • Late/incomplete will result in a loss of 5 points per day 	20 pts
Assignment #3	Final Reflection Paper (<i>see Student Syllabus</i>) <ul style="list-style-type: none"> • Late/incomplete will result in a loss of 5 points per day 	20 pts
Assignment #4	Final Evaluation Form <ul style="list-style-type: none"> • Late/incomplete form will result in a loss of 5 points per day • Must meet or exceed minimum weeks/hours of ministry and mentor meetings • Must have Mentor's approval for credit 	40 pts
TOTAL	ALL ASSIGNMENTS ARE DUE BY THE DUE DATE	100 pts

To receive Student Ministry credit, the student must:

- Satisfactorily complete **ALL FOUR** assignments.
*** *If they do not submit all four assignments, they will not receive credit* ***
- Earn a minimum of 65 out of 100 points.
- Retake a Student Ministry Course (ie. SM 110, 200, etc.) if they do not receive credit for it.
- Complete the required number of Student Ministry credits for graduation. Failure to do so will result in the student being unable to graduate until they are completed.

STUDENT MINISTRY OPPORTUNITIES and RESOURCES

Student Ministries Staff

The student is responsible to locate an approved ministry and make contact with those supervising that ministry; however, the Student Ministries Staff is also available to help provide suggestions and information on certain ministries.

Bibles

We desire to support and help students by providing FREE New Testaments and Bibles in both English and Spanish in various translations, for their use in ministry.

Special Ministry and Student-Led Ministries Proposal

God is unlimited in His creativity, so we are open to student's creative ministry ideas. If your student has a creative ministry idea, they can request an information packet that explains approval procedures and requirements. Ultimately, we want to help our students find the most meaningful and fulfilling ministry for their God-given strengths and abilities.

OUR EXPECTATIONS OF THE STUDENT

To qualify for Student Ministry credit, a student's ministry needs to meet certain specifications:

1. THE NATURE OF MINISTRY

The student's ministry must involve direct contact and interaction with people, helping meet their spiritual needs or promote spiritual growth. This will usually allow the student an opportunity to communicate spiritual truth. Examples of this kind of ministry would be: teaching, leading, instructing, preaching, discipleship, counseling, etc.

- ◆ To the non-believer, this would be in the form of evangelism leading to spiritual birth
- ◆ To the believer, this would be in the form of edification toward the goal of spiritual growth

The primary focus of our department is off-campus ministries, as opposed to on-campus ministries in which students are ministering to fellow students. We require Multnomah University students to have at least **one year** of their student ministry in or through a local church, and we limit their credit for on-campus ministry to one year. Students are also required to be involved in a ministry which directly correlates with their major/minor for at least one year.

2. THE TIME FRAME OF MINISTRY

We want the student to develop the philosophy that ministry needs to happen on a consistent and ongoing basis. Thus, the student's ministry must be done on a weekly basis for at least twelve (12) weeks during the Fall and Spring semesters, or a total of 35 hours or more over a number of weeks.

- ◆ 12 weeks during each semester (*or a total of 35 hours or more over a number of weeks*)

Ministry should involve an average time commitment of two (2) to four (4) hours per week. This includes:

- ◆ preparation for ministry
- ◆ the actual execution of ministry
- ◆ necessary follow-up after ministry

When students commit to a certain ministry, they should not only follow the school's requirements for Student Ministry credit but also their ministry's requirements for amount of ministry, training and/or mentoring time.

Ministry should continue through the full academic year (September through May). Any exceptions or changes must be authorized by you, the mentor, the place of ministry, and final approval must be given by our department.

3. THE MENTORING OF MINISTRY

The student's ministry must be under supervision. We rely on students working closely with qualified mentors who will provide them with adequate direction, accountability, training, and evaluation. For this to occur, students are responsible for initiating contact and fulfilling their required meetings with their mentor.

We desire these mentor meetings to occur on a regular weekly basis; however, we understand this may not be possible. In order to receive Student Ministry credit, a minimum of eight (8) mentor meetings during twelve (12) weeks of fall and spring semesters are required. Four (4) of the eight (8) *may* be group meetings, but we prefer these meetings be on a personal, face-to-face basis as opposed to meeting in a group, by phone or e-mail.

The purpose of individual mentoring is to not only hold the student reliable and accountable, but also provide a time for personal interaction and evaluation concerning the ministry itself. Constant input and feedback will help a student learn and grow as the ministry progresses.

Each mentor meeting should be an average of 30-60 minutes in order to adequately fulfill this purpose. The mentor will notify the Student Ministries Department of its completion through a semester-end evaluation. Student Ministry credit is dependent upon our receiving this evaluation on time.

IN SUMMARY...

A student's ministry must meet the following requirements to be approved for credit:

- 1) Involve direct interaction with people with the primary goal being: spiritual ministry.
- 2) Minister on a weekly basis an average of two (2) to four (4) hours per week (*or a total of 35 hours or more over a number of weeks*) for a full academic year.
- 3) Be under supervision. The student will be held accountable by regular weekly meetings with a mentor.

THE ROLE OF THE MENTOR

Purpose

You, the mentor, play a vital role in a student's successful Student Ministry. Mentors help students apply what they have learned in the classroom (theory) to real life situations (practice). We ask you to give students direction, support, prayer and feedback regarding the progress of their ministry and life. The Student Ministries Department believes it is essential for the student and the mentor to maintain regular contact with each other.

MENTOR QUALIFICATIONS

A Mentor:

- Observes and directly supervises a student's ministry (if direct supervision is not possible, indirect supervision is permissible)
- Has personal ministry experience in the same field in which the student is ministering
- Is willing and committed to fulfill their responsibilities as a mentor
- Is a maturing evangelical Christian (who has been approved by their church or organization) and is presently involved in ministry at a staff or lay level
- Is approved by the Student Ministries Department
- Understands and supports the Student Ministries program
- Will take this role seriously, seek to develop a meaningful, personal relationship with each student they mentor, and engage students in meaningful, purposeful communication concerning ministry and personal spiritual life

In addition, mentors should:

- Limit themselves to four (4) to six (6) Multnomah students under their mentorship
- Preferably be the same sex as the student

NOTE: Students do not qualify to mentor or supervise other students *unless* they have been approved by our department.

OUR EXPECTATIONS OF THE MENTOR

Students are expected to find a qualified mentor, initiate contact and maintain weekly accountability meetings with you, and return all completed mentor evaluations to the Student Ministries office. We need your full cooperation for the Student Ministries program to work effectively. We greatly appreciate your cooperation in the following areas:

1. BE QUALIFIED AS A MENTOR

We expect you to keep accurate records of the students' ministry and mentor contacts (*Weekly Ministry and Mentor Contact Log, pg 7*), and communicate with the student and/or Student Ministries Department concerning pertinent issues (ministry or personal).

2. BE AWARE OF OUR PROGRAM

We ask you to be aware of the philosophy, principles, and policies of the Student Ministries program. Mentors need to understand the criteria we use and encourage students to meet those requirements to successfully earn ministry credit:

Mentor's Responsibilities:

- ◆ Be available to meet personally with the student on a consistent, regular basis.
- ◆ Be willing to mentor/supervise for a full academic year (September-May).
- ◆ Keep an accurate record of student's ministry and mentor contacts.
- ◆ Communicate with student and Student Ministries Department concerning pertinent issues (ministry or personal).
- ◆ Encourage, motivate and pray with and for the student.
- ◆ Honestly evaluate the student's ministry experience for personal growth and benefit.

Mentor's Commitment:

- ◆ I am experienced in the student's desired area of ministry.
- ◆ I am currently approved by my church/organization to be a mentor.
- ◆ I will consistently provide personal mentoring and supervision of the student.
- ◆ I will complete an evaluation and review it with the student prior to returning it to Student Ministries.
- ◆ I will contact the Student Ministries Department if any problems arise.
- ◆ I am committed to the process of helping this student grow in his/her skill and love for ministry.

* **NOTE:** Each fall, we offer a Mentor's Orientation (*Tuesday, October 21st*) to update and inform you of our program. Please plan to attend for up-to-date information on the Student Ministries Program.

3. BE AVAILABLE FOR WEEKLY STUDENT CONTACT

We ask you to be available to meet weekly with the student you are mentoring for an average of 30-60 minutes. We desire that your meetings be one-on-one in person, not through e-mail. Sometimes, contact *may* be made by telephone when personal meetings are not possible due to emergencies or unscheduled conflicts (this is the exception, *not* the rule).

Students should initiate this contact with you. We suggest a regular time be set which can be spent in discussion, evaluation, and prayer concerning their ministry. This personal contact is the only means you and we have to keep the student accountable. If you feel you are unable to fulfill the expectations, please pass this responsibility on to someone who is qualified to complete the requirements.

Our department expects the students to report periodically to us concerning their ministry by writing two reflection papers each semester; however, we still need them to regularly report to you, and then *you* communicate to us through the final evaluation. This weekly student contact becomes the basis of your final evaluation, which is turned in to our department at the end of the semester. Please feel free to contact us anytime concerning questions, issues, or problems that arise.

4. BE HONEST IN YOUR EVALUATION

We ask you to be honest in your evaluation of the student's ministry. At the semester's end, we give the student an evaluation form for you to complete. Although we stress it is the student's responsibility to see that this form is completed and returned, we ask for your cooperation, as well. This evaluation becomes the basis for granting credit to the student so it is very important it is completed properly and returned on time.

The evaluation is not only for our use in determining credit, but it is primarily for the student's benefit, growth and maturity; thus, we ask you to be honest and thorough. A fair and honest evaluation will include certain room for growth and improvement. This evaluation should be a reflection of the student's actual overall ministry performance completely unbiased by personal friendships, relationships, and/or feelings toward the student. Please take the time to make comments; we want this to be a meaningful learning experience for the student.

We ask you to personally go over your evaluation of the student with them before the form is returned. Students should *not* give you an evaluation that is already signed, but should only sign it *after* reviewing it with you.

* **NOTE:** It is the *student's* responsibility to get the Final Evaluation:

1. To you (their mentor) on time, and
2. Back to the Student Ministries Department before or by the due dates

MENTOR/STUDENT RELATIONSHIP and CONTACT

Good accountability and personal growth through a mentor-student relationship will happen only if it is taken seriously by both parties and given enough time for meaningful, qualitative and individual interaction. If the student is not receiving adequate mentorship, we ask them to talk with you about what can be done to improve the situation. Your communication and cooperation will do much to make your mentoring time a great learning experience.

Mentor contact should be...
a time of **personal dialogue**,
open communication, and **prayer**
concerning the student's role, growth,
feelings, and goals in ministry.

Mentor contact should be far more than touching bases on the simple logistics of the ministry. It should be a time of personal dialogue, open communication, and prayer concerning the student's role, growth, feelings and goals in ministry.

A good relationship with a mentor is one of the most significant aspects of the Student Ministries program. We have found that both students *and* mentors benefit from their time together.

To facilitate in-depth interaction and accountability, mentor contact should be:

- ◆ **Personal, individual, face-to-face meetings.** Fifty (50) percent of required meetings can be group meetings where the mentor is present. Other mentor arrangements must be approved by the Student Ministries Department.
- ◆ **An average of 30-60 minutes.** Shorter than 30 minutes will not provide the depth of interaction necessary for a meaningful mentor conversation and relationship.
- ◆ **Regular and consistent.** Students and mentors should meet and interact regularly so they can grow in healthy communication and mutual understanding. We strongly suggest you establish a regular meeting every week throughout the semester in order to fulfill the principle of good mentoring, accountability and evaluation (taking into consideration that illness, vacations, and/or unplanned interruptions may prevent you from meeting every week). Cramming the minimum number of contacts all in at the end of the semester defeats the purpose and benefit of regular and consistent mentorship.

OUR GOALS for the STUDENT-MENTOR RELATIONSHIP

Our first goal in having the student meet with you is to facilitate communication about the **progress of their ministry**. This relationship should be one of personal accountability. You should ask questions that will not only assure them they are faithful and effective in their ministry, but that they are growing through this experience. We expect you to challenge and encourage them. We ask you to give them direction, support, and feedback regarding the progress of their ministry.

A second goal is to provide a time to discuss the student's **progress in classroom academics** (theory) and its **integration into their ministry and personal life** (practice). Although your role in a student's ministry may include technical supervision, our real concern is to have a spiritually mature person help them integrate their Multnomah training into real life settings. This can be done through consistent meetings which include questions, discussion and prayer time even when the ministry is not actually observed.

A third goal is to help the student in their **personal growth**. We ask you to be a spiritual mentor, someone who is able not only to build up the student in their ministry but in their personal development, too.

During this regular time of meeting, there are a variety of topics that can be shared together. Not everything can or needs to be discussed in one meeting. Some should be developed over the course of the semester. On the following page, we have provided some suggested questions to consider for your mentoring conversations:

QUESTIONS to CONSIDER for MEANINGFUL STUDENT INSIGHT and GROWTH

ORIENTATION:

- ◆ Why did you choose to do this ministry?
- ◆ Do you understand what your job description or duties involve?
- ◆ What do you think is the key to ministry? Or *this* ministry, in particular?
- ◆ Do you consider this an extracurricular activity?
- ◆ How do you see this as a ministry? If asked if this is a ministry, how would you respond?
- ◆ Would you do this ministry even if you were not getting credit?
- ◆ What are your goals for this ministry and yourself this semester? For this year?
- ◆ Have you put your goals in writing? Please give me a 3x5 card copy.
- ◆ What is your attitude toward this ministry?
- ◆ How do you want God to use you in this ministry?
- ◆ What are you doing, or what *can* you do, to make this a ministry?
- ◆ What is your academic Major or Minor?
- ◆ How does this ministry correlate with your major/minor? How does this ministry fit into your academic requirements?
- ◆ Do you see this ministry as a "stepping stone" to another more vocationally-oriented ministry for you? How?
- ◆ What do you expect from our time together this semester/year?

MENTORING:

- ◆ How are you doing personally? Grades, health, finances, work, family, social life, devotional life, prayer time, emotionally, etc.
- ◆ How are things going with you and the Lord? What does that look like practically?
- ◆ How do you incorporate prayer in your ministry?
- ◆ How is life outside of school going for you? Is there life outside of school?
- ◆ What are the priorities in your life? How are you balancing them?
- ◆ How do you balance/separate ministry and family/social time?
- ◆ Do your spouse/children/family/roommates feel included?
- ◆ Do you set time aside for a date with your spouse or special child activity?
- ◆ How do your parents/spouse/family feel about the direction your life is taking?
- ◆ Does your family support your academic choices/decision?
- ◆ Do you do ministry and/or serve God because you have to, or because you are a lover of God?
- ◆ How is this reflected in your day-to-day ministry?
- ◆ Where do you want to see the most growth in yourself?
- ◆ Are you discovering about yourself any new strengths, talents, gifts, etc.?
- ◆ How is your confidence level?
- ◆ How are you feeling today?
- ◆ When you have a bad day, what do you do to get or feel better?
- ◆ What do you feel the strongest about?
- ◆ How do you deal with your feelings? Are *you* in control, or are *they*? Can you forgive and forget?
- ◆ Do your feelings affect your ministry/your relationship with others/your relationship with God?
- ◆ With whom do you share your feelings? Do you think you need to share them with someone else?
- ◆ Do you feel the Lord is using you to meet the needs of others? How?
- ◆ Are your needs being met spiritually, physically, financially, emotionally & intellectually through your ministry?
- ◆ How may I pray for you this week?

MINISTRY:

- ◆ How has God blessed you this week?
- ◆ Is Jesus being glorified in you or through you to anyone in this ministry?
- ◆ What is your purpose and/or goal(s) for this ministry? How do you plan to reach your goals?
- ◆ What new lessons have you learned this week?
- ◆ How effective did you feel your ministry went? Were there points of special benefit, success or needed changes?
- ◆ Take me through a typical ministry experience.
- ◆ What puzzles you the most about your ministry?
- ◆ Were you able to apply anything from your classes to your ministry?
- ◆ How does this ministry correlate directly with your academic major or minor as a Junior/Senior?
- ◆ How are you handling the ministry skill-wise and time-wise? Have you found areas you need to improve?
- ◆ Do you feel comfortable in doing your ministry?
- ◆ What is the most positive/negative thing you do in your ministry?
- ◆ What challenges you the most/is the toughest part of doing this ministry?
- ◆ Have you seen growth in yourself through this ministry? Please describe.
- ◆ What are you doing to make it a more meaningful/growing/stretching ministry for you?
- ◆ What triggers your awareness to unique situations (ie. attitude, posture, "flag" words, etc.)?
- ◆ How do you handle distractions? How do they interfere with your ministry? What do you do to compensate for them?
- ◆ What ministry pressures are you facing? How are you handling these pressures?
- ◆ What does confidentiality or trustworthiness mean to you? How is it broken? How do you deal with it if it has been?
- ◆ As you minister, what perception do people get of you: caring/doing a job, talker/listener, etc?
- ◆ Do you see yourself as a detail or people person? Are you a fixer or a listener?
- ◆ Do the people you minister to see you as a cheerleader or an anchor? What kind of an anchor do they see? Solid/
Supporting or dragging them down?
- ◆ What influences your interpersonal communication?
- ◆ How do you minister to people you like immensely or dislike intensely (struggle with)?
- ◆ Do you find your reactions fluctuate according to the relationship you have with the people in your ministry?
- ◆ What part does tact play in your ministry?
- ◆ Has your style/methods changed since you started your ministry?
- ◆ How is your ministry different than from last semester?
- ◆ Is it hard to get back into the ministry mode? What can I do to help you get into a ministry mode?
- ◆ Are you still learning new things or is this ministry "old hat" to you?
- ◆ What can I do to help you continue to learn/grow/enhance your experience?
- ◆ When was the last time you reviewed your ministry syllabus?
- ◆ How is your attitude toward your final weeks of ministry? How is your schedule? Is it tightening up or winding down?
- ◆ Are you open to learn anything new? Getting a "short-timers" attitude?
- ◆ If you were the leader, what changes would you make?
- ◆ How has your perception of your ministry and/or organization changed since doing ministry here?

EVALUATION:

- ◆ What has God done in you through this ministry?
- ◆ What is the biggest lesson you have learned from your ministry this semester/year?
- ◆ How have your thoughts, character, and/or life been changed this semester because of your ministry involvement?
- ◆ What did you learn for future ministry?
- ◆ If you could do this ministry over, what changes would you make?
- ◆ Do you feel you deserve credit for your involvement in this service?
- ◆ How do you rate/evaluate yourself, your growth/progress as compared to last semester? For your whole experience?
- ◆ Have you thought about your ministry for next year?
- ◆ How do you feel our time has gone this semester/year?
- ◆ In what areas as a mentor or person can I improve for next year?
- ◆ What is your total overall impression of this year?

STUDENT EVALUATION of the MENTOR

It is our understanding that you desire to be the most effective mentor/supervisor/leader you can be, so we ask your student to evaluate you. We will give them an evaluation form concerning your ministry meetings and relationship. We ask them to carefully and prayerfully evaluate your time together. We encourage you to review it with them. We do ask that you both sign the evaluation and the student personally return it to the Student Ministries Department.

We want this evaluation process to be a **meaningful learning experience** for both the student and the mentor.

NOTE: Each evaluation should be a reflection of the student and mentor's overall performance completely unbiased by personal friendships, relationships and/or feelings toward each other. They may be a great likeable person, but the evaluation should distinguish between personality and performance. There is little practical benefit if you make no helpful comments.

MINISTRY ABSENCES/MAKEUP

A minimum number of weeks/hours in ministry are crucial to providing an adequate training experience; therefore, even with legitimate excuses, failure to achieve the required number of ministry weeks/hours will prevent the student from receiving credit.

The student is responsible to coordinate any absence from ministry with his or her mentor and others who may need to know of the absence well in advance. Any arrangements made to be absent and/or to make it up must be to the satisfaction of the church or organization and consistent with the specific ministry.

GRADUATION REQUIREMENTS

Multnomah University recognizes that ministry is an essential part of every student's total Bible learning experience and is best accomplished simultaneously along with his or her academic coursework. Therefore, all students need to achieve the required number of Student Ministry credits in order to graduate with the Bachelor's degree programs.

Students are encouraged to maintain the number of Student Ministry credits proportionate with their academic credits in order to stay on track toward meeting graduation requirements. This can easily be done if each student completes one (1) Student Ministry credit for each full-time semester until the requirements are met (*see page 10 of the Student Ministry Manual for more details*).

OUR RELATIONSHIP and COMMITMENT to YOU

It is our desire to provide quality students to assist you in your ministry. To this end, we seek to develop the student through our own individual counseling, guidance, support, and direction.

We will communicate with you throughout the semester and serve as a liaison between you and Multnomah. Please take advantage of our contact to share any points of concern, satisfaction, or questions you may have. We would be delighted to receive your ideas and suggestions regarding our Student Ministries Program. We want to be a resource to you.

We strongly encourage all students to be regularly involved and committed in the worship and fellowship of a church home, even if their Student Ministry is not directly in or through a local church. We ask those students doing their student ministry in a church to participate in the programs and activities of that church, being a good model for those they're ministering to.

It is our desire that you, the mentor, be the essential person in this program. We want to minister to *you* so you can minister to the students. We are grateful for the opportunity to work together with you in proclaiming the Word of God and in training of young men and women to serve Him. **THANK YOU!**

Please contact us if you ever have any questions or concerns. We are here to help and serve you!

In His Grip,

Jim, Amber & Sam
The Student Ministries Department

DUE: DECEMBER 3, 2008



Name: _____

MSC#: _____

Student ID#: _____

Course ID#: _____

Front Page: TO BE COMPLETED BY THE MENTOR (please print)

Back Page: TO BE COMPLETED BY THE STUDENT (please print)

1. How many (**total number**) weeks of ministry has the student fulfilled this semester? _____ (number)
 (A minimum of 12 weeks each semester is required for credit, or a total of 35 hours or more over a number of weeks)

2. How many (**total number**) weeks has the student met with you in student-mentor contact this semester? _____ (number)
 (A minimum of 8 weeks is required for credit)

Mentor Signature	Date	Student Signature	Date
<i>My signature is my recommendation that the student should receive student ministry credit.</i>		<i>My signature attests that we went over this together; it does not necessarily indicate that I agree with the evaluation.</i>	

		CIRCLE ONE: 5 Excellent / 4 Good / 3 Fair / 2 Poor / 1 Unacceptable					
		5	4	3	2	1	<i>Comments (continue on back)</i>
MINISTRY PERFORMANCE	Quality Preparation	◆	◆	◆	◆	◆	
	Progress in Ministry Skills	◆	◆	◆	◆	◆	
	Heart for the Work	◆	◆	◆	◆	◆	
	Ability to Communicate	◆	◆	◆	◆	◆	
PERSONAL QUALITIES	Dependability	◆	◆	◆	◆	◆	
	Willingness to Serve	◆	◆	◆	◆	◆	
	Responsiveness to Authority	◆	◆	◆	◆	◆	
	Teachable Disposition	◆	◆	◆	◆	◆	
	Attitude about Ministry	◆	◆	◆	◆	◆	
RELATIONSHIPS	Relationship with Mentor	◆	◆	◆	◆	◆	
	Ability to Work with Others	◆	◆	◆	◆	◆	
	Relationship w/those Ministered to	◆	◆	◆	◆	◆	
	Communication Skills	◆	◆	◆	◆	◆	
LEADERSHIP	Respected by Others	◆	◆	◆	◆	◆	
	Initiative	◆	◆	◆	◆	◆	
	Organizational Ability	◆	◆	◆	◆	◆	
	Judgment/Discernment	◆	◆	◆	◆	◆	

What do you consider to be the student's greatest strengths?

What areas need development?

How has the student displayed ministry growth this semester?

(continued on back)