

Job Description for Empower Assistant Mentor

NAME _____

YEAR _____

JOB SUMMARY

This position requires a woman to devote 15 hours/month walking alongside the women in her mentoring group to guide them into a deeper, transformative relationship with God.

JOB DUTIES (*including but not limited to*)

Overall: Attend Mentor training sessions, Saturday Empower sessions, Retreat, and Celebration

With Mentoring Group

- Observe + support LM during the mentoring group discussions
- Review + grade your women's papers, offer feedback, encourage deeper processing
- Cultivate relationships and pray with the women using prayer model within each session and when following up during the month
- Track monthly attendance and follow up as necessary.
 - *Emp1 students are only allowed to miss **ONE** Empower session and mentoring group before becoming ineligible for the Empower Certificate. Leaving early is **NOT** an option.*

With Lead Mentor

- Receive equipping into greater role in facilitating the mentoring group (*especially in Spring term*)
- Debrief each mentoring group session and coordinate follow-up for each student
- Develop plan for reading + grading your women's papers
- Prayerfully observe Emp1 women for qualification to serve with Empower in the future
- Work together to craft end-of-year blessings for your Emp1 women

With Site Mentor Facilitator

- Be responsive to all communications from SMF and participate in Site-based activities

WORKING RELATIONSHIPS

Responsible to: Lead Mentor (LM)/ Site Mentor Facilitator (SMF)/ Emp Mentor Coordinator Team (EMCT)

Works closely with: Lead Mentor / Empower One Students / Site Mentor Facilitator

SKILLS REQUIRED

- Completed Empower One, EMPOWERengage
- Willingness to engage in continuing personal spiritual formation + development
- Intercession, and ability to lead / facilitate / contribute in ministry times
- Ability to create an atmosphere of safety and confidentiality for your mentoring group
- Flexibility to improvise and adapt in the event of technical and other challenges

TIME REQUIRED

- 15 hours/month for one academic year (Sept - May)

TRAINING + DEVELOPMENT

- Mentors' Training (yearly) with EMCT
- Monthly/Periodic check-ins with SMF

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RESOURCES

Anderson, Keith and Reese, Randy. *Spiritual Mentoring: A Guide for Seeking and Giving Direction*. (Downers Grove: IVP, 1999).

Chan, Edmund. *Mentoring Paradigms: Reflections on Mentoring, Leadership, and Discipleship*. (Lifestyle Impact Publishing, 2008). ISBN: 978-0980087772.

*Hislop, Beverley. *Shepherding Women in Pain: Real Women, Real Issues and What You Need to Know to Truly Help*. (Chicago: Moody Publishers, 2010).

* *Highly recommended for all mentors to read.*

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AM YEARLY RHYTHM

September

- By Sept 7th get familiar with Google Classroom and how to login and grade papers
- Look for the assignment deadlines for the current month and make sure you check that all papers are submitted on time
- Before your mentoring session, check that all mentees have submitted their papers. If anyone didn't submit a paper due, ask her privately the status before the mentoring session starts
- During the mentoring session, observe closely your Lead Mentor and write down notes or questions to ask her during your debrief session and take notes of what God does in your mentees
- Have a quick debrief session with your LM
- The Sunday after Empower class, make sure all your mentees papers are graded

October

- Look for the assignment deadlines for the current month and make sure you check that all papers are submitted on time
- Reach out to your mentees in between classes (*Quick connection point, can be a text message just to check in*) and pray for your group in your personal time
- Before your mentoring session, check that all mentees have submitted their papers
- Observe closely your LM during mentoring session and be sensitive to God's prompting
- Have a quick debrief session with your LM
- The Sunday after Empower class, make sure all your mentees papers are graded

November

- Look for the assignment deadlines for the current month and make sure you check that all papers are submitted on time
- Reach out to your mentees in between classes (*Quick connection point, can be a text message just to check in*) and pray for your group in your personal time
- Before your mentoring session, check that all mentees have submitted their papers
- Observe closely your LM during mentoring session and be sensitive to God's prompting
- Have a quick debrief session with your LM
- The Sunday after Empower class, make sure all your mentees papers are graded
- Intentionally connect with your mentees during upcoming holiday season and encourage them to continue submitting their assignments

December

- Connect with your LM and pray for the mentees and the retreat
- Check the status of all mentees' assignments by Dec 10th and follow up with them if necessary
- Make sure all assignments are graded by Dec 11th before holiday week

January

- Spend time with God to be ready for the retreat
- Connect with your Lead mentor before the retreat
- Pay attention to the lies broken by your mentees during the retreat
- Debrief after the retreat with your LM

February

- Work with the Lead mentor to pray and write words and scripture about each mentee

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- Before your mentoring session, check that all mentees have submitted their papers. If anyone didn't submit a paper due, ask her privately the status before the mentoring session starts
- Be ready to lead the mentoring session if you are asked by the Lead mentor
- Have a more detailed debrief session with your LM, ask questions and ask for feedback
- The Sunday after Empower class, make sure all your mentees papers are graded

March

- Work with the Lead mentor to pray and write words and scripture about each mentee
- Before your mentoring session, check that all mentees have submitted their papers. If anyone didn't submit a paper due, ask her privately the status before the mentoring session starts
- Be ready to lead the mentoring session if you are asked by the Lead mentor
- Have a more detailed debrief session with your LM, ask questions and ask for feedback
- The Sunday after Empower class, make sure all your mentees papers are graded

April

- Work with the Lead mentor to finalize each mentee's blessings
- Before your mentoring session, check that all mentees have submitted their papers. If anyone didn't submit a paper due, ask her privately the status before the mentoring session starts
- Be ready to lead the mentoring session if you are asked by the Lead mentor
- Have a more detailed debrief session with your LM
- The Sunday after Empower class, make sure all your mentees papers are graded

May

- By May 2nd make sure all assignments are submitted in Google classroom
- By May 5th make sure all assignments are graded
- Attend the graduation ceremony and a final feedback session with your Site Mentor Facilitator