

Job Description for Empower Lead 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

- Facilitate group discussion and manage small-group dynamics in accordance with the essential elements of strong spiritual mentoring listed in the [description of Empower Mentor qualifications](#)
- 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

With Assistant Mentor

- Equip AM to greater leadership / role in facilitating the mentoring group (*especially in Spring term*)
- Debrief each mentoring group session with AM 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
- Relate any upcoming issues to SMF

WORKING RELATIONSHIPS

Responsible to: Site Mentor Facilitator (SMF) / Empower Mentor Coordinator Team (EMCT)

Works closely with: Assistant 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
- Ability + strategic vision to identify, recruit, train + empower future leaders / mentors

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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LM YEARLY RHYTHM

September

- By Sept 7th connect with your assistant mentor to get to know each other and establish rhythm for your group. Get familiar with Google Classroom.
- By Sept 15th send an email to your mentees before the first Empower class and introduce yourself and your assistant mentor to the group
- During the first mentor meeting, ask mentees the best way to connect with them in between classes
- Establish a creative way to build community within your mentoring group (Whatsapp group text or other way to connect)
- Practice listening prayer model during your first mentoring session to show to your mentees how to do the assignment from Wanda's class
- Have a debrief session with your assistant mentor after mentoring session and coach her on how you assess your mentees
- Let your Site Mentor Facilitator know how your mentoring session went and if you faced any challenges

October

- Reach out to your mentees in between classes and pray for your group
- When necessary practice listening prayer model during your mentoring session
- Have a debrief session with your AM after mentoring session
- Let your Site Mentor Facilitator know how your mentoring session went and if you faced any challenges

November

- Reach out to your mentees in between classes and pray for your group
- When necessary practice listening prayer model during your mentoring session
- Have a debrief session with your AM after mentoring session
- Let your Site Mentor Facilitator know how your mentoring session went and if you faced any challenges
- Intentionally connect with your mentees during upcoming holiday season

December

- Connect with your assistant mentor to pray for your mentees and the retreat
- Send an encouraging note to your mentees

January

- Spend time with God to be ready for the retreat
- Connect with your assistant mentor before the retreat
- Pay attention to the lies broken by your mentees during the retreat and how each mentee is processing
- After the retreat debrief with your assistant and give constructive feedback on what skills she needs to improve during Spring term
- Have a debrief session with your Site Mentor Facilitator
- Follow up with your mentees after the retreat

February

- Coach your assistant if she is ready to lead the mentoring session
- Intentionally pray for each mentee in your group asking God for words and scripture
- Have a brief session with your assistant before the session and debrief after, giving her constructive feedback on how she managed the group

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- Reach out to a mentee you think is a good candidate to give her testimony during Open House. Ask her if she would be willing to share her Empower experience in April
- If you feel that a mentee needs further prayer, connect with your site Mentor Facilitator and the site Prayer Facilitator

March

- Connect with your mentee and review her testimony for the Open House (**optional:** *only if your mentee agreed to share, if not then nothing for you to do*)
- Continue to pray for your mentees and start drafting their blessings
- Pray for your assistant mentor and give her words of encouragement as she steps into more of a leadership role during the mentoring session.
- See if they are mentees that are showing specific giftings and pray about what could be next for them
- Have a debrief session with your site Mentor Facilitator

April

- Finalize the mentees' blessings with your assistant
- Pray about which mentee to send an invitation to consider taking Engage the following year
- Have a final feedback session with your assistant about the year

May

- Send all mentees' blessings to Site Admin by May 1st
- Write a personal letter to each mentee that you would like to recommend to take the Engage class
- Attend the graduation ceremony and a final feedback session with your Site Mentor Facilitator