

Job Description for Site Mentor Facilitator

NAME _____

YEAR _____

JOB SUMMARY

This position requires a woman to devote 15 hours/month to support and care for her Site's mentor team through clear communication, prayer and training, and collaborate with her Site Leadership Team (SLT) and the Empower Mentor Coordinator Team (EMCT).

JOB DUTIES *(including but not limited to)*

Overall: Attend mentor training sessions, Saturday Empower sessions, Retreat, and Celebration.

With Site Leadership Team

- Submit to the leadership of the Site Facilitator and work collaboratively with the entire SLT

With Empower Mentor Coordinator

- Closely connect with the EMCT to facilitate training, development and care of the mentoring team
- Closely keep track of mentees' gradings of assignments and escalate accordingly when extension is requested

With Lead / Assistant Mentors

- Support LMs / AMs throughout the year as they lead their mentoring groups and grade their mentees' papers
- Facilitate "Mentors' Time" as possible throughout the year
- Identify + recruit new / continuing mentors for the upcoming year:
 - Please see [the Empower website](#) for more details about qualifications to serve as an Empower mentor.
- Pray with mentors in-person as requests arise and/or throughout the year, and cultivate ongoing relationships with current + former mentors and Empower students.
- Identify needs / areas for ongoing training, refreshers, follow-up, ministry, etc.

WORKING RELATIONSHIPS

Responsible to: Site Facilitator / Empower Mentor Coordinator

Works closely with: Site Facilitator / Empower Mentor Coordinator Team (EMCT) / LM and AM

SKILLS REQUIRED

- Completed Empower1, EMPOWERengage
- Willingness to engage in continuing personal spiritual formation + development
- Intercession, and ability to lead / facilitate / contribute in ministry times
- Ability to build and manage a team
- Excellent communication + administrative skills
- Ability to improvise, adapt and overcome in the event of technical and other challenges
- Ability + strategic vision to identify, recruit, train + empower future leaders

TIME REQUIRED

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

TRAINING + DEVELOPMENT

- Mentors' Training (yearly) with EMCT
- Monthly Zoom Week Following Empower- 9/20, 10/20, 11/22, 1/24, 2/21, 3/21, 4/18, 5/23
- Periodic check-ins with Empower Mentor Coordinator Team

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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).

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SMF YEARLY RHYTHM

September

- By Sept 1st form all mentor pairs and let mentors know who will serve as Lead and Assistant and expectations of each role for the upcoming year
- By Sept 8th form all mentoring groups and communicate them to each mentor pair. Encourage Lead mentors to connect with mentees before the first Empower class
- As much as possible, start the year with a clear and defined development plan for all mentors at your site. This plan will be different based on each mentor but will include specific areas of growth in spiritual mentoring and goals for the Empower year
- On Empower Saturday be present at your site and support your mentors, pray for them and intercede for a move of the Holy Spirit throughout the day (*You can partner with your Site Prayer Facilitator*)
- Find creative ways to connect with all your mentors on Empower Saturday, you can have a meal all together in a specific location at the site
- Connect with your LM to hear how their mentoring session went, escalate to your Site Facilitator any challenges faced and when necessary escalate to EMCT
- Monday after Empower Saturday, check the status of all assignments in Google classroom. They all need to be completed and graded by the mentors. When necessary follow up with Mentor before Zoom debrief session
- Attend Zoom debrief with Empower Leadership Team the week following Empower Saturday

October

- Connect sporadically with mentors to encourage them, pray for them and remind them of Training Materials page on website
- Connect with your LM and encourage them to have a coaching role with their assistant mentor all year long as they lead their mentoring sessions
- On Empower Saturday be present at your site and support your mentors, pray for them and intercede for a move of the Holy Spirit throughout the day (*You can partner with your Site Prayer Facilitator*)
- Find creative ways to connect with all your mentors on Empower Saturday, you can have a meal together in a specific location at the site
- Monday after Empower Saturday, check the status of all assignments in Google classroom. They all need to be completed and graded by the mentors. When necessary follow up with Mentor before Zoom debrief session
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November

- On Empower Saturday be present at your site and support your mentors, pray for them and intercede for a move of the Holy Spirit throughout the day (*You can partner with your Site Prayer Facilitator*)
- Have a check-in with your mentors and their personal development plan established in September. Make it a point to have a meaningful conversation with each mentor 's area of growth
- Connect with your LM to hear how their mentoring session went, escalate to your Site Facilitator any challenges faced and when necessary escalate to EMCT
- Monday after Empower Saturday, check the status of all assignments in Google classroom. They all need to be completed and graded by the mentors. When necessary follow up with Mentor before Zoom debrief session
- Attend Zoom debrief with Empower Leadership Team the week following Empower Saturday
- Intentionally connect with your mentors during upcoming holiday season

December

- Connect with EMCT to get the rundown of the retreat and communicate with your mentors the plan to make sure they are ready and aware of the program
- By Dec 12th, check that all assignments completed and graded by mentors. If necessary follow up with the mentors before Christmas week.

January

- Spend time to pray for the retreat, the leadership team, the mentors and mentees and everyone involved
- Connect with your mentors before the retreat
- Be available during the retreat as additional support for your mentors, and work with Site Leadership Team on giving directions during the breaking of the lies session
- Attend Zoom debrief with Empower Leadership Team the week following the retreat

February

- Before Empower Saturday encourage your Lead mentors to let their assistant lead the mentoring session if they are ready. LM will need more intentional and coach their assistant during Spring term
- Remind all mentors to start working on their blessings for their mentees
- On Empower Saturday be present at your site and support your mentors, pray for them and intercede for a move of the Holy Spirit throughout the day (*You can partner with your Site Prayer Facilitator*)

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- Connect with your LM to hear how their mentoring session went, escalate to your Site Facilitator any challenges faced and when necessary escalate to EMCT
- Ask your Lead mentors if they have one mentee who would be a good candidate to give her testimony during the Open House in April. Have them reach out to the mentee
- Keep close record on how each mentor is doing and growing and report to EMCT
- Monday after Empower Saturday, check the status of all assignments in Google classroom. They all need to be completed and graded by the mentors. When necessary follow up with Mentor before Zoom debrief session
- Attend Zoom debrief with Empower Leadership Team the week following Empower Saturday

March

- On Empower Saturday be present at your site and support your mentors, pray for them and intercede for a move of the Holy Spirit throughout the day (*You can partner with your Site Prayer Facilitator*)
- Connect with your LM to hear how their mentoring session went, escalate to your Site Facilitator any challenges faced and when necessary escalate to EMCT
- Ask your Lead mentors whether their assistant is ready to serve as a Lead the following year or not. If there is still uncertainty about that, challenge the Lead to encourage their assistant for the last session in April
- Follow up with your Lead mentors on the testimony for the Open House in April
- Connect with you Site Engage Facilitator, asking her if any Engage student is recommended to serve as an Assistant Mentor the following year
- Monday after Empower Saturday, check the status of all assignments in Google classroom. They all need to be completed and graded by the mentors. When necessary follow up with Mentor before Zoom debrief session
- Attend Zoom debrief with Empower Leadership Team the week following Empower Saturday

April

- On Empower Saturday be present at your site and support your mentors, pray for them and intercede for a move of the Holy Spirit throughout the day (*You can partner with your Site Prayer Facilitator*)
- Connect with the Lead mentors about whether their assistants are recommended or not to serve as Lead mentors the following year
- Monday after Empower Saturday, check the status of all assignments in Google classroom. They all need to be completed and graded by the mentors. When necessary follow up with Mentor before Zoom debrief session
- Attend Zoom debrief with Empower Leadership Team the week following Empower Saturday

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- Touch base with site Engage Facilitator and send Mentor application form to all graduates who are recommended to serve as Assistant Mentors
- Communicate with Site Facilitator and EMCT about those Engage graduates so that they can follow up with them

May

- Check with all Lead mentors that their blessings were sent by May 1st to the Site Admin
- Check in Google classroom that all assignments are submitted and graded by May 7th
- Attend the graduation ceremony
- Have a final check in with each mentor pair, giving them feedback about the year and letting know what is your recommendation for the following Empower year
- Attend Zoom debrief with Empower Leadership Team the week following Empower graduation