

Mentoring Memorandum of Agreement

(NOTE: A physical copy is to be reviewed with mentor at the first meeting, filled out, signed, and returned by the student at class.

Student Name _____ **Cell Phone** _____

Email _____

Mentor Name _____ **Cell Phone** _____

Email _____

Student's Church/Christian Ministry Organization _____

Central Valley School of Ministry is a dual-track school combining formal classroom instruction with non-formal in-the-field training. The mentor track is designed to help students apply what is learned through practical hands-on ministry under the oversight of experienced ministry mentors. The responsibilities of each party (student, mentor, and school) are outlined below.

Student

1. Signs and returns a copy (at class) of this Memorandum of Agreement to Central Valley School of Ministry.
2. Faithfully and sincerely fulfills all agreed upon ministry assignments/responsibilities.
3. Devotes the time required to satisfactorily complete all ministry assignments and responsibilities.
4. Meets with assigned mentor at least twice a month for report, review, input, instruction, encouragement, evaluation, adjustment, and prayer.
5. Submits the Monthly Student Mentoring Report (SMR) to Central Valley School of Ministry and to his/her assigned mentor (a total of three reports each quarter; one per month). Due by the 7th of the following month. (i.g. the September SMR is due October 7th.)

Mentor

1. Signs this Memorandum of Agreement.
2. Gives oversight and opportunity to the student in the agreed upon ministry assignments and responsibilities
3. Meets with the student twice a month for report, review, input, instruction, encouragement, evaluation, adjustment and prayer
4. Receives and reviews the Monthly Student Mentoring Report (SMR) with the student.
5. Submits to Central Valley School of Ministry the Trimester Mentor's Report (TMR) at the end of each Trimester. (due 7 days after Trimester ends)

School

- 1. Maintains contact with both student and mentor.
- 2. Receives and maintains all reports from the mentor and the student.
- 3. Provides resources and support to the mentor and student as requested.
- 4. Evaluates and credits the students for reports towards their final quarterly Mentoring Internship grade.

Assigned Ministry Responsibilities: List the students agreed upon ministry assignments at the Church/ Organization.

Approximate the number of total hours per week including prep time for the student.

It is required that the Student and Mentor meet twice a month. It is also recommended that one of those meetings be in person. The second and fourth week of each month is recommended. List your proposed agreed upon mentor/student meetings:

Week of month_____ **Day of Week**_____ **Time of Day**_____

Length of meeting_____ **Location**_____

Method: Zoom_____ **In Person**_____ **By Phone**_____

We, the undersigned, agree to fulfill the responsibilities listed above:

Student Signature **Date**

Mentor Signature **Date**

CVSOM Administrator **Date**