



**Gordon-Conwell
Theological Seminary
MENTORED MINISTRY DEPARTMENT
OVERSEAS MISSIONS PRACTICUM**

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Guidelines for Overseas Missions Practicum (OMP) Mentors

This mentor guide is exclusively for the use of those who are working with the Overseas Missions Practicum (OMP) of Gordon-Conwell Theological Seminary.

Approved Mentors: All mentors working in ministry with Gordon-Conwell students must be approved by the Mentored Ministry Department of the Seminary. Prior to commencing a mentoring relationship with a student the mentor must have completed an *Application to Mentor* and have been approved by the Mentored Ministry Office (application may be obtained by e-mailing khorvath@gordonconwell.edu).

The school requires that mentors have at least five years of full-time ministry experience in order to seek approved mentor status. Any exception to this requirement would need to be made on a case-by-case basis by conferring with the Mentored Ministry Office.

If you are residing overseas, then you will need to meet the following criteria:

- 1. At least five years of experience as a missionary.**
- 2. Good recommendation from your mission organization.**
- 3. The ministry must be a member of the association MissioNexus (www.missionexus.org) unless an exception is provided in unusual circumstances by Gordon-Conwell.**
- 4. Mentor Application is approved by the Director of OMP and the Mentored Ministry Office.**

Mentors will be expected to uphold the standards of the MM and Overseas Missions Practicum program in order to continue their status as mentors. Please reference the Gordon-Conwell Community Life Statement found at <http://www.gordonconwell.edu/about/Community-Life-Statement.cfm>.

OMP Mentors and Ministries: Churches or para-church organizations desiring to work with a Gordon-Conwell student must be a part of an approved Gordon-Conwell OMP project or partnership as mentioned above.

Expectations of the OMP Mentor: The Seminary looks to mentors to provide the highest quality supervision of the students who are training for various forms of Christian ministry. The supervisor is a mentor—one who teaches, models, and enables the student to grow as a minister. This involves active participation with the student and first-hand observation of the student at work. Being a mentor is being a model and a teacher.

While the Seminary recognizes the needs of churches and Christian ministries to engage students to help in given projects, emphasis must be placed on the educational development of the student. Students should not necessarily be seen as experts in a given area nor employed for that purpose. They may or may not have skills in certain areas of ministry. Field placement, therefore, should provide exposure to a broad range of tasks and situations to help students gain competence and awareness of the many facets of ministry in your context, as well as provide experiences which will foster personal, professional and spiritual development.

Mentoring Sessions: Each student must spend at least **six one-on-one hours** in supervision with the mentor during the six-week OMP project, and is to take the initiative in establishing the agenda for these meetings according to his/her needs. As a mentor the supervisor should take an active role in planning for these sessions, as well. Be intentional and direct but also gentle and fair. Be willing to share yourself and your life experiences in ministry. Make prayer and reflection on spiritual issues a part of this time together as well. Regular meetings at specified times with a planned agenda are expected. These are times to talk about the student's spiritual formation and ministry development, as well as to, near the end of the internship, help them evaluate performance and plan for the future. The mentor is encouraged to make use of the reflection tools found in the Mentored Ministry section of the Gordon-Conwell web site (www.gordonconwell.edu/mentored-ministry/Field-Unit-Assignments.cfm - scroll down page).

Number of Students: Mentors are not typically allowed to supervise more than two students at a time (i.e. in the same mentoring meeting) unless special circumstances such as denominational concerns or unusual time availability on the part of the mentor would warrant it. Exceptions must be discussed with the Director of OMP or the Mentored Ministry Office.

Titles: Normally OMP students can be referred to as “mission interns” or “student interns.” Whatever appropriate title you might wish to choose would be acceptable.

Student Assignments: Students have 2 written assignments for their OMP for which they will need your collaboration and approval. Students should supply you with copies of these:
The **Learning Covenant:** This is the “charter” for their time in ministry with you (it includes job description, supervision & resources and personal learning objectives). Learning Covenants are due to our office BEFORE THE STUDENT LEAVES THE STATES or (only under extenuating circumstances) just after they arrive in-country with you (faxed or scanned & e-mailed). *This means that you will need to consult and review their draft of the Learning Covenant BEFORE THEY LEAVE and sign their cover sheet (a confirmatory e-mail to us will suffice) indicating your agreement and approval.*

The **Final Evaluation:** The *Questions for Mentor Response* will need to be completed (and cover sheet signed) during your last personal meeting with your mentoree BEFORE THEY LEAVE YOUR

COUNTRY so they can bring it home with them. It would be wise to schedule the completion, discussion and signing of this form for your last meeting together in-country.