



Guidelines Document

1-to-1 discipleship | Spiritual Mentoring

The following document provides guidelines and processes to be followed by those who are mentoring others

Last Updated: Aug 2019

Mentoring Guidelines

The following points provides general guidelines for the conduct of mentoring. Each mentoring scheme and every mentoring relationship is different. Therefore, mentors and mentees will need to review these guidelines and adapt to create an appropriate code of ethics.

What is mentoring?

A relationship built in a series of one-to-one meetings to develop in the mentee one or more of the following:

- Spiritual skills, knowledge and understanding
- Improved competence in living the Christian life
- Helpful attitudes and habits (e.g. confidence, self-reliance, questioning assumptions, punctuality)
- More awareness of potential and any self-limiting beliefs that undermine the use of potential
- Clarity about personal values and goals in life
- A sense of belonging / induction into the church community

Mentoring also provides learning opportunities for the mentor.

Guidelines for mentoring

1. Entering mentoring relationships is voluntary.
2. Either party has the right to withdraw from the mentoring contract if, after genuinely trying, the relationship is not satisfactory.
3. While often the mentor will have more experience of life or an aspect of work, the relationship is one of partners who jointly make decisions.
4. Meetings should be held in a quiet environment (or environments for telephone meetings) where both parties feel they can speak freely without being overheard.
5. Meetings should be long enough and paced so as to allow the two people to get to know and feel comfortable with each other.
6. Information shared in mentoring meetings is subject to keeping confidence.
7. Any notes made about mentoring meetings should be kept in confidence.



Guidelines Document

1-to-1 discipleship | Spiritual Mentoring

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8. Commitments made should be honoured. If meetings are cancelled or delayed adequate warning of non-availability or delay should be given. Postponed meeting should be re-booked promptly.
 9. Either party has the right to ask for a review of how the mentoring is progressing or for agreements or plans made at an earlier stage to be reviewed.
 10. If either party feels unclear about what the current status of the mentoring is, that party should seek to clarify the views and wishes of the other party.
 11. Mentees should **not** expect mentors to deal with long standing issues or major emotional events that are more properly the province of professional counselors.
 12. Mentors should recognise their limitations and avoid working with the mentee in ways that exceed those limitations.
 13. Should a mentor sense there is a conflict of interest between the mentoring and any other role, the mentor should make this conflict known to the mentee as soon as is practicable.
 14. Mentors must not exploit mentees in financial, sexual or other ways.
 15. Notice to end the mentoring should allow for at least one meeting where a final review and proper closure can take place.
 16. Both parties accept that mentoring is for a limited period and that it is entirely optional as to whether any other form of relationship takes place after the mentoring.

Confidentiality Exceptions

There are special circumstances where, for example, professional counsellors do break confidentiality. Mentors should be aware of these circumstances and rather than give blanket guarantees of confidentiality make clear the exceptions. In counselling the exceptions are:

- The Counsellor believes a client is a risk to self or others (e.g. potential for suicide or unfit for duties such that this may contribute to an accident)
- A legal requirement (e.g. when a crime has been committed or a person under 18 may be at risk)



Guidelines Document

1-to-1 discipleship | Spiritual Mentoring

SPIRITUAL MENTORING 101

Raising up other people

2 Timothy 2:2 And the things that you have heard from me among many witnesses, commit these to faithful men who will be able to teach others also.

Each of us will have to raise up other leaders:

Pastors

LG Leaders

Volunteer Team Leaders

Children's Church ministers

Spiritual Mentoring is synonymous with discipleship.

Spiritual Mentoring

Empowering others with your skills, learning & success.

Spiritual Mentoring involves life-to-life exchanges that help others reach their full potential in God.

Discipleship happens life-to-life.

People are developed through observation, participation and instruction.

Biblical Examples

What are some examples of spiritual mentoring that we see in the Bible?

Moses and Joshua

Elijah and Elisha

Jesus and the twelve disciples

Paul and Timothy

Learnings - Jesus and the twelve disciples:

1. He selected and called a few from the crowd (Matthew 4:19, Mark 4:13, Luke 6:)
2. He gave these disciples the opportunity to be with Him (Mark 4:13)
3. They were privileged to travel with Him, see His personal life, see how He did ministry, and also have lessons and discussions that others did not have.
4. He made the objectives clear - they were to be like their Master (Matthew 10:24, Luke 6:40).
5. Jesus commissioned them and sent them to go do what He was doing (Matthew 10, Luke 9)
6. He even told them that they would do greater things than Himself (John 14:12)
7. After His resurrection, He empowered them by His Spirit and released them into their assignment



Guidelines Document

1-to-1 discipleship | Spiritual Mentoring

The Benefits of Spiritual Mentoring

Why is spiritual mentoring necessary in the life of the local church?

1. To nurture and develop people spiritually
2. To raise Leaders
3. To pass on the Spiritual legacy to succeeding generations

Different Kinds of Spiritual Mentoring Relationships

1. New Believer mentoring
2. Skills mentoring (function specific)
3. Ministry development mentoring
4. Leadership mentoring
5. Peer-to-peer mentoring
6. Reverse mentoring

Why People Don't Mentor?

1. Insecurity
2. Self-Centeredness
3. Wrong understanding of success
4. Inability to see potential in others
5. Not able to work with people
6. Just don't know how ...other reasons

The Heart of a Spiritual Mentor

1. Humble
2. Compassionate
3. Redemptive
4. Patient
5. Generousa parent-heart

The Mentoring Process

1. Build Authentic Relationship.

Be clear of what you wish to achieve.
As a mentor be consistent, genuine, honest.
Lead by example (let your life speak)
The key to mentoring is understanding and loving people.

2. Communicate Openly

Build trust.
Hold in regard.
Provide safety in relationship.
Maintain confidentiality.
Listen (listen 80%, talk 20% of the time)



Guidelines Document

1-to-1 discipleship | Spiritual Mentoring

Manage disagreements, differing views.

Do not dictate.

Learn to have tough talks, hard conversations that address problem areas, or areas needing improvement.

3. Coach

Ask, don't tell.

Share ideas, experiences, learning, insights.

Encourage analysis, reflection, evaluation.

Encourage them to take responsibility for their own decisions and actions.

Do not solve their problems. Encourage them to arrive at solutions.

Assist in the solution finding process.

Model, so they can see and learn.

Encourage them to practice.

Example:

The mentee comes with a challenge he/she is faced with. Instead of providing an directive on what to do as the solution...walk with them through the solution finding process:

Help Consider Choices

Help Consider Consequences

Help Consider Options

Help Consider Best Solution

4. Validate uniqueness in the other person

Encourage, Empower, Equip Celebrate their successes

Provide constructive feedback

Don't force them to become like you - our goal is to mature people to be like Jesus and be their best in God.

5. Learn & Grow Yourself as a Mentor

You have to keep growing, developing yourself.

Learn from your mentee as you see God working in their lives.

Reflect from each experience. Learn. Grow.



Guidelines Document

1-to-1 discipleship | Spiritual Mentoring

Where Am I As A Spiritual Mentor? (Self-Assessment)

1=Not yet, 2=Somewhat, 3=Mid-way, 4=Almost there, 5=Confident

SPIRITUAL PREPARATION	1	2	3	4	5
Spiritually, I feel I am at a place where I can help a new believer grow in their faith (New Believer mentoring)					
Spiritually, I feel I am at a place where I can help develop another believer in Ministry (Ministry development mentoring)					
Spiritually, I feel I am at a place where I can help develop others in spiritual leadership (Leadership mentoring)					

1=Never, 2=Somewhat, 3=Mid-way, 4=Most of the time, 5=All the time

RELATIONAL PREPARATION	1	2	3	4	5
I enjoy meaningful relationships with people					
I enjoy sharing what I have learnt, skills I have developed					
I am not afraid to talk honestly about my mistakes and lessons I've learned with the other person					
I am very conscious of maintaining confidentiality of information another person has shared with me					
I can listen intently at length in a meaningful conversation without interrupting					
I remain comfortable and non-judgmental when the other person holds a point of view that differs from mine					
I am comfortable sharing my ideas and suggestions, in a manner that is not imposing or controlling					
I am comfortable relating to the other person even if he/she does not accept my recommendations and suggestions					
I know how to ask leading questions that assists the other person in the solution finding process					
I enjoy genuinely affirming the strengths in the other person					
I am able to address problem areas in the other person in a calm and compassionate manner without condemning					
I am thrilled when someone else learns to do to what I am doing					



Guidelines Document

1-to-1 discipleship | Spiritual Mentoring

(cont'd)

1=Never, 2=Somewhat, 3=Mid-way, 4=Most of the time, 5=All the time

RELATIONAL PREPARATION	1	2	3	4	5
I am thrilled when someone else learns from me and then becomes better at it than me					
I enjoy spending time with others who are peers (spiritually), and look for what I can learn from them and freely share with them (Peer-to-peer mentoring)					
I would not be offended if I had to learn spiritual matters from someone younger to me in age or spiritual maturity (Reverse mentoring)					

Reflect on how you can grow in areas where you marked 3 or lower.

The Do's And Don'ts

You cannot mentor everyone. Choose those in whom, what you can give, can have maximum impact for God's Kingdom. Choose those who will make the most of what you give to them.

Maintain healthy relational boundaries.

Stay aligned to Scripture.

Provide opportunities. Take them alongside in ministry development.

Avoid the directing and telling mode. Instead be a facilitator, an influencer, and a coach.

Allow spiritual manifestations to be judged (prophecy has to be tested).

Avoid borrowing or lending money. (Unless you want to bless as a gift).

Avoid interfering in personal/family matters. Guide, but do not interfere.

Avoid controlling and manipulating.

Help unconditionally. Don't expect or ask for favours in return.

If you are mentoring an individual from another local church, always direct them to be faithful to their local church and submitted to their pastor. Allow the pastor's guidance to override your inputs.

Encourage mentees to mentor others.



Guidelines Document

1-to-1 discipleship | Spiritual Mentoring

The Tools & Resources

New Believers: Foundations

Ministry Development:

APC Publications

Weekend Schools

Ministry opportunities at APC

Missions trips

Mentoring Relationship Change Over Time

All mentoring relationships reach a time when it has run its course.

Like a parent-child relationship, spiritual mentoring relationship changes over time.

Understand when to let go and change from being a mentor to being a peer.

Let us create and encourage a mentoring culture (Discipling Culture) at APC.