

(Instructions on back)

What to Include in the Mentoring Report

- Meeting dates and/or phone contact dates with summary of the discussion. It is recommended that there be a minimum of 9 contact hours annually.
- Significant events in the ministry of the mentee during the year.
- Continuing education events attended by the mentee.
- Mentee's spiritual formation/daily devotional activities.
- Vocational goals and progress of the mentee.
- **This report should be more than just a bullet point list but does not need to be a dissertation. A one page typed summary is sufficient to report your progress and significant events in your ministry.**

A Suggested Report Development Process (as suggested by GBHEM)

- The **MENTEE** writes a first draft of the report.
- The mentor reviews the report and makes amendments, if needed.
- If the report is amended, the mentor returns the report to the mentee without signature.
- If the mentee accepts report as amended, he or she signs report and returns it to mentor for signature.
- If the mentee disagrees with the report as amended, he or she makes further amendments and returns the report to the mentor for signature.
- If mentor agrees with mentee's amendments, mentor signs report.
- If the mentor disagrees with the mentee's amendments, he or she repeats the process with the mentee until an agreement is reached.
- Basic principle: Mentee signs off on the report last and submits report to appropriate persons.

Mailing Instructions for the Report

When completed, please make 3 copies of this report and send a copy to the following 3 places:

1. Your District Committee on Ministry Registrar or Secretary.
2. Your District Superintendent.
3. BOOM Registrar:

Rev. Sara Wrona, 251 Main Street, Leechburg, PA 15656; 724-882-9627
Sara.Wrona@wpaumc.org

If there are any questions related to one of the above categories, please contact any of the above persons (phone numbers located in Conference Journal).