MENTORING REPORT FORM
Due annually by December 15

Name of Mentee: _____________________________ Name of Mentor: __________________________
Mentee’s place of service: _______________________________________________________________
District: ____________________________________ Date report prepared: _______________________

Mentee is: (circle one)     Part-time local pastor  Full time local pastor
Commissioned probationer for elder Commissioned probationer for deacon
Certified candidate not under appointment Student pastor

Is mentee enrolled in Course of Study? _____ Where? ____________________ Years completed _____
Is mentee enrolled in college or seminary? _____ Where? __________________ Year of graduation _____

Mentoring Report
(see back for recommended format; attach sheets to form as needed.)

Signature of Mentor ______________________________________________________
Signature of Mentee ______________________________________________________

(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.

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. One of the following:
   If the mentee is in the candidacy process
   OR if the mentee is a certified candidate not under appointment:
   Rev. Sara Wrona, First UMC – 134 Custer Ave, Vandergrift, PA 15690; 724-882-9627
   Sara.Wrona@wpaumc.org

   If the mentee is a commissioned provisional:
   Janet Lord, 783 Freeport Road, Creighton, PA 15030
   Jflrd425@aol.com

   If the mentee is a local pastor or student pastor:
   Rev. Sara Wrona, First UMC – 134 Custer Ave, Vandergrift, PA 15690; 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).