

**Louisiana Conference  
Board of Ordained Ministry  
Division of Deacons and Diaconal Ministers**

**Guidelines for Clergy Mentor/Coach**

1. Connect once a month (at least by phone but face to face once a quarter) to discuss the call of the Deacon in ministry, to see how the provisional member is living out that call in their service appointment. Discuss the provisional's growing edges in ministry (strengths and weaknesses).
2. Encourage spiritual and life disciplines. Looking at a holistic approach to ministry (physical, mental, emotional, and spiritual). The mentor/coach would ask the questions of how are you doing physically (personal health), mentally (books reading, continuing education, just for fun stuff), emotionally (how are you maintaining balance in life and taking care of yourself), socially (who are you developing relationships with?), and spiritually (how is it with your soul, what are you doing for yourself spiritually)?
3. Encourage the provisional member to connect with people within the conference. The mentor/coach would monitor/hold accountable, the growth of relationships within the conference so the provisional member does not feel isolated. Are they connecting with the Christian Educators Fellowship or other professional groups? Do they have a "covenant group/support group" of other persons in ministry to meet with on a consistent basis for nurture and support?
4. The clergy mentor/coach is to send a progress letter\* 1 time a year (by September 1<sup>st</sup>) letting the Division of Deacons and Diaconal Ministers within the Louisiana Conference know how the mentoring relationship is going: how often they have met, requests made and if those requests have been done, etc.

**Guidelines adopted by the Division of Deacons and Diaconal Ministers on  
November 28, 2005**

**Guidelines approved by the Conference Board of Ordained Ministry on January  
24, 2006**

\*The annual progress letter should include: name of the provisional member, how often you have met with the provisional member, if requests were made of the provisional member and if they were met (you do not need to list specifics of any requests or covenant agreement). The report is used to verify participation in the mentoring/coaching process. It is to be descriptive and non-evaluative in nature. The provisional member should sign the report along with the clergy mentor/coach before sending it to, the BOM registrar, Rev. John Edd Harper, 527 North Boulevard, Baton Rouge, Louisiana 70802 to be included in the provisional member's file.

**Revised 6/09**