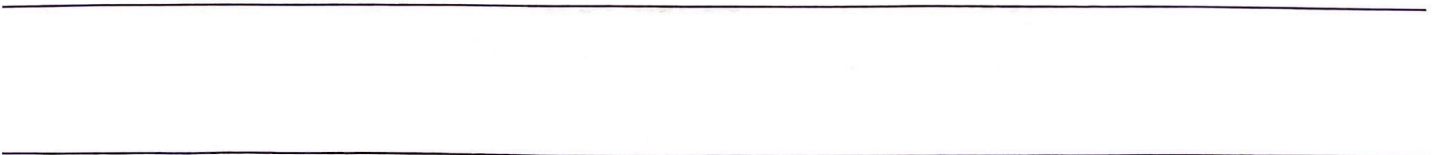


The Embassy Mentoring Handbook



Mentors: Should be from a Christ centered church and have a living active faith, not just a belief that God exists. They are called to lead others into a new way of life with an attitude of servanthood. They should come along side of the students and lead them in making sound Christian decisions. Have a willingness to spend quality time with the student and develop a relationship with them.

Any gifts (Food, clothing, gas, and money) must be approved through the house director or WMOC leadership and **should not exceed \$50** (exceptions can be made for extenuating circumstances). This is to prevent the **mentor** from being manipulated or taken advantage of. This doesn't include taking students out to eat; however, **mentor** should not do this to excess.

Mentor visits cannot interfere with mandatory ministry activities (such as weeknight studies). The student can go to church with the **Mentor** on occasion, except when the ministry is scheduled to be at a guest church.

We strive to be transparent in this ministry so if there is something going on with one of our students that we need to be aware of, you are expected to inform us.

Guidelines for Mentors

- Follow all Embassy policies, procedures, and protocol.
- Be faithful to your commitment. You must be ready to invest your time.
- Be patient. Great things take time.
- Be ready for setbacks. You may feel all your efforts are wasted. This is not true. There is ALWAYS growth, whether on your part or on the students part.
- Be prepared to openly listen
- Check the facts. Learn to discern.
- Do not pre-judge
- Respect diversity of cultures and values.
- Maintain confidentiality.
- Help the participant to be a good problem solver and decision maker.
- Be supportive, not subversive.
- Do not make promises you may not be able to keep
- Be a good role model.

- Do not get caught in the middle. Occasionally you may get caught up in emotions of the situation and suddenly find yourself at odds with those involved. Be objective and don't be tempted to take sides.
- Be yourself.
- Treat the students with dignity and respect.
- Increase communication through letter writing.
- Take nothing out or into the facility without written permission.
- Contact program staff if problems or concerns arise.
- Check with a staff person to confer if the students makes a personal request for you to do something.
- Don't criticize staff, the institution, community agencies or parole officers. If there seems to be a concern, report it to the Embassy staff.
- Don't enter into any business transactions with students.
- The focus should be less on the past convictions(s), than the current risks and behaviors displayed at the present.

MENTOR PROFESSIONAL STANDARDS & RULES OF CONDUCT

Every mentor working with Embassy students shall comply with the following rules, and shall acknowledge his/her agreement to follow these rules in writing before being matched:

1. A mentor will be respectful to student and treat them with dignity.
2. Mentors shall, at all times, maintain a professional and courteous demeanor, and shall not use indecent, abuse or profane language. This includes racial or ethnic slurs or jokes and sexually suggestive comments or jokes.
3. A mentor will maintain proper boundaries with students and engage only in purposeful communication that pertains to the mentoring work, and not engage in undue familiarity, inappropriate conversation, improper physical contact, or sexual contact of any kind with a student at any time, whether or not the student is being mentored by the mentor.
 - a. Inappropriate conversation means conversation of a close or intimate nature, beyond what is necessary to establish rapport and confidence with the student being mentored.
 - b. Purposeful communication means communication that is designed to establish a mentoring relationship and carry out the mentoring plan.
 - c. Undue familiarity means conversation, contact, personal or business dealings between a mentor or offender, not part of the mentor's duties, related to a personal relationship or purpose rather than a legitimate mentoring purpose. It includes horseplay, betting, trading, dealing, socializing, family contact unrelated to mentoring; delivering contraband; or any personal relationship, improper physical contact, or sexual contact.
 - d. Improper physical contact means any physical contact other than a handshake or brief hug of greeting or comfort.
4. Mentors will only mentor same-gender student.
 - a. Married couples may be allowed to mentor a student; however, the mentor of the same gender as the student shall be present during all contacts with the offender in the facility, parole office or community.
5. Mentors will not mentor a family member or anyone with whom they have a close personal relationship.
 - a. This does not preclude a mentor from being matched with a student with whom the mentor has formed a professional, pro-social relationship prior to the mentoring match.
6. Mentors shall not under any circumstances engage in trading, trafficking or any business transaction with students while mentoring the student.
7. Mentors may be matched with multiple students at the same time and provide services in a group setting or in one-on-one sessions, in any combination.
8. A mentor may provide food, clothing, gas or other small incentives relevant to reintegration, not exceeding a value of fifty dollars (\$50) per month, to a student he is

mentoring with the prior approval of Embassy staff. Cash shall not be given directly to the student.

9. A mentor may do activities with a student in the community in support of pro-social leisure time activities and interactions. This would include such things as a picnic, a meal at a restaurant, a sporting event, a church service or activity, a recreational activity, and the like.

I have read and understand the MENTOR PROFESSIONAL STANDARDS & RULES OF CONDUCT and agree to abide by these while performing my duties as a mentor for the Embassy:

Mentor Signature: _____ **Date:** _____

Printed Name: _____

Witness Signature: _____

Date: _____

Printed Witness Name: _____

Embassy Mentoring Expectations

1. Meet weekly with student face to face or by phone.
2. Schedule at least one activity per month with student.
3. Submit a written or verbal summary of meeting with student to Housing Director.
4. Set up goals with resident to complete each month. Minimum of one goal each month.
5. Follow Embassy Mentoring guidelines as stated above.
6. Encourage student in their spiritual walk.
7. Encourage student to complete Embassy Discipleship program commitment of 6 months to 1 year.
8. Attend church service with student.

(This is a working document and will be updated accordingly and updated copies will be emailed when necessary.)