



## ***Mentor Volunteer Agreement***

A mentor with City Gospel Mission gives at-risk children caring, enduring, one-to-one relationships that change their lives. A mentor builds a relationship based on trust and acceptance with their mentee, which provides a foundation for positive mental, spiritual, emotional and physical growth.

### **Process of becoming a Mentor**

- Submit online application.
- Agree to a background check.
- Participate in a personal interview with a City Gospel Mission staff member in your home.
- Attend New Mentor Training.
- Attend Match Meeting and begin mentoring.
- Attend within first year: An Introduction to Understanding Poverty and Stewards of Children.

### **Responsibilities of Mentor**

- Pray daily for your mentee.
- Have a weekly minimum 1 hour face-to-face connect time with mentee, to impact the mentee physically, socially, mentally and spiritually. Life transformation in these 4 areas are our common goal. You can also connect with your mentee electronically.
- Communicate regularly with your Mentor Coach and be open to advice.
- To utilize the Life Transformation Roadmap and ENDS.
- Establish appropriate boundaries with your mentee and family.
- Encourage and support your mentee in finding his/her God-given potential.
- Abide by all of the mentor responsibilities and guidelines provided in the mentor training and documentation.
- To commit to a one-year engagement and pray about staying connected even longer.

### **Qualifications – A mentor must:**

- Minimum 18 years (procedures to approve 18 to 20-year-old mentors dictated by Volunteer Services).
- Must have been working with youth for a minimum of 6 months.
- Must be a Christian believer active in the local church and sign the City Gospel Mission Statement of Faith.
- Willing to adhere to all City Gospel Mission program policies, procedures and practices.
- Meet the requirements of City Gospel Mission for Driver Eligibility and have a valid Driver's License, access to an automobile and auto insurance.

## **Mentoring Policies**

### **Basic Confidentiality Policy**

Keep confidential any detailed information about your mentee shared either by City Gospel Mission staff or by your mentee, unless your withholding information might endanger your mentee or others. If applicable, you can exchange information with your mentee's teacher and school counselor because the mentee's parent or guardian has signed a waiver.



### **Reporting Child Abuse Policy**

Mentors are to report immediately any indications of abuse involving their mentee to a coach or City Gospel Mission staff member. The City Gospel Mission staff person will then report it to proper authorities.

In case of medical emergency, mentors are to contact 911 and call the parent immediately. In the case of obvious abuse or molestation witnessed or made aware of, the mentor must contact the appropriate child protective services organization (KY 1-877-597-2331, OH 241-KIDS).

### **Discipline Policy**

Mentors are never to spank, hit, shake or otherwise physically discipline anyone. Appropriate physical restraint maybe required in certain situations for the safety of others. Report any such actions or disciplinary problems immediately to the staff or supervisor in charge.

### **Transportation Policy**

Anyone transporting the mentee during a mentoring outing must have a valid driver's license and valid insurance. To protect our mentees, our mentors, and for liability purposes, only screened mentors may transport their mentee unless:

- The person transporting the mentee is another same sex City Gospel Mission mentor
- The person transporting has been screened by City Gospel Mission and is the same sex of the mentee
- The mentor is with the mentee during the transportation process (i.e. bus, taxi, subway, church van, etc.)

### **Overnight Policy**

Mentors are not allowed to have the child on an overnight event for the first six months. For an older teen, there may be opportunities to do things together that require a long drive and overnight. These are exceptions and would require the following:

- 2 or more screened adults present for every 5 youth
- The transportation policy must be observed
- Prior written approval of the parent, including a signed release form allowing the mentor to take the child and authorize medical care if needed.

### **Parent/Guardian Supervision Policy**

To protect our mentees, our mentors and for liability purposes, mentees should not be left alone with any person other than the mentor unless the other person qualifies according to the transport policy or the child is being left in a group setting sponsored by the mentor or the mentee's parent or guardian (i.e. camp, youth group, educational setting, etc.)



**Nobody's Home Policy**

In the rare instance that you may drop off your mentee at their home and there is no parent, guardian or supervising sibling is present and you have not been able to contact one of the former, the mentor should do the following:

1. Contact the emergency contact numbers and arrange for a pick-up
2. Contact your mentor coach
3. Wait with the child at the home residence if you can, for as long as possible
4. Finally, if no parent is available and you cannot reach your coach or City Gospel Mission staff after attempting all of the above, call the local police department and ask for instructions on what to do next.

**Ministry Standards**

As a mentor, I agree to the following standards.

I agree to...

- Meet with my mentee at least one hour per week for a minimum of one year
- Seek to please God in all areas of our life (i.e. words, reactions, choices of entertainment)
- Live by scriptural principles (please see our Statement of Faith)
- Share my life and words in a way that reflects the Gospel
- Make choices that will reflect an excellent example and avoid being a stumbling block (For example, many children struggle with drugs, alcohol and sexuality. It is essential to set positive examples and avoid confusing messages. In the area of sexuality, it is imperative to set the example of Biblical purity, including abstinence until marriage. Please see I Corinthians 10:23-11:1.)
- Grow in my relationship with God through prayer, scripture reading, fellowship and involvement in my church
- Refrain from any activity that may cause any physical, sexual or emotional harm to my mentee.

**I have read and agree to abide by the above terms, policies, and ministry standards throughout my involvement as a mentor. If there comes a time when I cannot fulfill this, I will notify my mentor supervisor.**

X

\_\_\_\_\_  
Mentors Name

X

\_\_\_\_\_  
Mentors Signature

X

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City Gospel Mission Staff Signature