

## THE WEEKLY MEETING

*Supervisor-mentors often inquire about our expectations for the weekly meetings with their student interns. Below is one procedure you could use. There is no prescription. Like all good teaching, your best mentoring will flow with integrity from your own experience and character. You might choose to read a book together, or have your student send a reflection or case description before you meet, or assign a verse or topic to contemplate through the next week. Whatever you choose, how you spend mentor-mentee time together, will weave your particular shared bond in ministry. What follows are resources that might be helpful.*

### LEAVING A LEGACY – THE MENTORING RELATIONSHIP

You are a key player in this student's formation for ministry. Mentoring and supervising is about shaping another's ministry vocation and about spiritual guidance.

During a student's internship, they will learn ministerial skills. *However*, the majority of their learning may not come from delivering sermons, leading meetings, or developing programs. They need to primarily learn from interacting with you and seeing how you balance ministry and life; by discussing their concerns/hopes/dreams about ministry; from great listening—you listening to God, you listening to the intern, and teaching the intern how to listen to God and others; from watching you be (appropriately) transparent in ministry; from risking and trying new areas of ministry and debriefing it with you and others in the church or organization.

### SAMPLE PROCEDURE

1. Make a commitment to **meet at a specific time and place** for each weekly conference.
2. Meet in a setting in which both student and supervisor/mentor feel comfortable. The supervisor's office would not be a good choice. Unconscious issues of authority can be avoided by meeting on neutral ground. A **comfortable environment** will encourage relaxed and open conversation.
3. **Provide at least one hour** for conferences. Meetings longer than two hours will be unproductive.
4. Prepare an agenda of issues and items for discussion. **The purpose of the weekly meetings is to assist the student in personal and professional development.** The weekly meeting provides an opportunity for reflection, evaluation, stimulation, encouragement, correction, guidance, and prayer. Items for the agenda would include:
  - Professional development topics
  - Difficult circumstances which may have occurred that week
  - Evaluation of the student's progress
  - Theological reflection
5. Take a few moments for casual conversation as this can provide an effective transition to the discussion of supervisory issues.
6. Negotiate the agenda. The student may have a report or a pressing situation, which needs to be discussed. Settle on an agenda that meets the needs of both the student and the supervisor.
7. Devote most of the conference time to discussion of issues related to the student's learning. Other non-supervisory issues should be discussed in a staff meeting. Before ending the conference summarize the discussion, check on unresolved matters that need to be resolved, and list items for future consideration.
8. Make brief notes after the meeting. An issue may have arisen that will need to be dealt with in a subsequent meeting. The student's behavior in the meeting, both verbal and non-verbal, may need to be noted for reflection or for future discussion. Notes will help in recalling the context from which these issues emerged.