

ACOM SPIRITUAL FORMATION

MENTOR COVENANT



Date: / /

Australian College of Ministries

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Student:

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This covenant is an agreement between a Mentor and Student and is to be discussed, completed and signed together. This covenant is between the Mentor and the Student and does not need to be submitted to ACOM, but both parties should keep their own-signed copies. Individual copies can be found and downloaded from Moodle at: <https://acm.mrooms.net>

UNDERSTANDING

Mentoring is a holistic intentional strategy designed to guide a student in meeting their personal growth objectives. Mentors and students meet together in 6-8 meetings for a total of 10 hours per year. This is a one-year covenant, which includes liaising with the Formation Director of the student. However, no personal material is shared apart from that which is noted in the Duty of Care and Disclosure section of this Covenant.

REQUIRED HOURS

10 hours of face-to-face contact per year

RESPONSIBILITIES

1. Mentor Responsibilities

- (a) Read the ACOM Spiritual Formation Mentoring Handbook and complete the Mentor Orientation
- (b) Agree to adhere to the confidentiality guidelines set out in this handbook
- (c) Share your life-story with the Student
- (d) Assist the Student in setting goals
- (e) Attend to the Student, listening to their journey and progress towards goals
- (f) Report the detail of the Student's attendance to the Formation Director when required
- (g) Complete the Student Development Chart and return to the Formation Director
- (h) Close the Mentoring relationship at the end of the required hours

2. Student Responsibilities

- (a) Begin the mentoring relationship with a willingness to grow and share
- (b) Share your life-story with the Mentor
- (c) Set personal growth goals for the year
- (d) Attend each session, sharing and updating on progress towards goals

- (e) Complete the Student Development chart prior to the Student Interview and email to your Formation Director.

MENTORING ATTENDANCE LOG								
	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	SESSION 6	SESSION 7	SESSION 8
Mentoring Times								
Hours of Attendance								

CONFIDENTIALITY, PRIVACY, DUTY OF CARE AND DISCLOSURE POLICIES

It is understood that the mentoring relationship is an opportunity to exercise confidentiality between the Mentor and Student so that an environment of honesty, transparency, vulnerability and growth is promoted.

While Mentors are expected to report to the Student's Formation Director concerning the Student's attendance and general progress of the relationship, the Student's Formation Group Director will not be privy to the students personal sharing without the permission of the Student.

Disclosure by the Mentor may occur if the Mentor has concerns about the Student's progress in mentoring and asks permission to share these concerns with the Student's Formation Director or the Learning Support Manager. The purpose of such disclosure would be to support the co-ordination of further growth measures for the student.

In some circumstances, keeping information confidential may result in harm to the student or others. At times, keeping of certain information confidential is also unlawful and/or immoral. Formation Directors, Mentors and Learning Support Managers assume Duty of Care and Disclosure by virtue of their personal work with students. Circumstances in which information supplied by students may be disclosed are outlined below. This list of circumstances is indicative rather than exhaustive.

- a) A Mentor may disclose to the student's Formation Director or Learning Support Manager, without permission from the Student, issues that compromise ACOM's reputation or the integrity of its training. The Mentor will normally seek to inform the Student of such disclosure before doing so.
- b) If it appears that a crime or breach of regulations has been committed by the Student, the Mentor will take up the matter with the Student with a view to student self-disclosure. If the Student does not cooperate, then the Mentor will break the confidentiality of the Student and disclose appropriately to the Formation Director or other appropriate authority.
- c) If it appears that a child is in danger, the Mentor may initially take up the matter with the Student with a view to immediate self-disclosure. If the

Student is not open to appropriate action, then the Mentor must break the confidentiality of the Student and disclose appropriately to the Formation Director or other appropriate authority.

- d) In the case of obvious or suspected psychiatric illness the mentor is expected to consult the Formation Director in order to secure appropriate help for the Student.
- e) It is a Duty of Care on the part of the mentor to ensure proper processes are established in cases of demonstrated or potential:
 - Sexual abuse of the student
 - Inappropriate sexual behaviour by the student
 - Non-clinical depression and similarly serious psychological states
 - Significant unresolved conflict in the life of the student likely to lead to harm to the Student and/or others

Note that Mentors do not have to provide care themselves, but should ensure, in consultation with the Formation Director, that the Student has adequate care structures to manage and solve problems they face. Mentors may suggest counselling, confidants or other support structures for the student.

AGREEMENT

- We agree to adhere to these responsibilities and requirements.

Signature:

/

Date:

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STUDENT

Signature:

/

Date:

/

MENTOR