

Basic guidelines to mentoring through Joy El Ministries' Barnabas program

These instructions are very basic, since our training sessions are intended to equip mentors in this area. Hopefully these guidelines will help as you approach mentoring.

How to have a one-on-one:

1. Call/e-mail your student early in the month to arrange a time and place to meet. If possible, plan to meet at the same time regularly so you can both make it a priority in your schedules.
2. About two days (or more) before your meeting, prepare what you will cover and review your notes from last time. Be sure to review the requirements that your student is supposed to be meeting for this month so you can help him/her apply these things, as well as hold him/her accountable.
3. About one day before you get together, it would be a good idea to call your student to verify details about getting together. This is also good for pre-establishing rapport, especially for those of you who are still getting used to mentoring and to each other.
4. Ideally arrive a few minutes early to your meeting place so you can be ready to warmly welcome your student. It has been said that you should "light up" when someone walks into a room, showing you care. Help your student see that s/he has your focused attention and interest during this time.
5. During your meeting, be sure to pray toward the beginning. Remember these three elements overall: **Word, prayer, life**. You want to share about each other's lives, you want to get into the Word, and you want to pray together. "Life" also refers to making your time in the Word relevant to life. Basic questions to ask include: How have your quiet times been going? Can you share a highlight with me? How are your 4.12 Leadership Training Program requirements going? Can you tell me something new or exciting God has taught you through those? Do you have any verses you need to quote to me or assignments you need to show me (hopefully you will be aware of these, since you reviewed the requirements)? As far as getting into the Word together, one possibility is going over something in the student's required 4.12 Leadership Training Program Bible reading together. This makes it easy for you to know what to cover, and it helps with your goal of helping him/her to translate the "requirements" into something relevant to life and growth. Definitely feel free to improvise and look at something else in Scripture that might seem like a more urgent need in his/her life. Or do both. Toward the end ask how you can pray for him/her. Please pray together.
6. Immediately after (or subtly during) the one-on-one, jot down notes. Certainly record prayer requests and continue praying for these needs. Also jot down things you should follow up on, or interesting things you learned. As much as we think it won't happen, it's easy for us to forget something that seemed so important at the time. Your student will appreciate your asking him/her later about something s/he shared.
7. Sooner than later (for your sake), submit your monthly report to the Barnabas coordinator (Stephanie Ziebarth, aeziebarth@embarqmail.com or Stephanie@joyel.org). If not within a day of your one-on-one, be sure to send it by the end of the month. Instructions follow.
8. Throughout the month, pray daily for your student. Pray for yourself, that you would be dependent on the Holy Spirit to guide you during your preparations and during your time together. We are totally dependent on God to make the most of these relationships and times together.
9. Also remember that you are not limited to one meeting per month. Many mentor-student pairs meet twice per month or even weekly. If possible, get together for "fun" time outside your one-on-ones simply as an indication that you care about more than meeting the basic requirements.

How to write and submit a report:

These reports are important for a variety of reasons, so please take a few moments each month to send them.

1. Send a note to the Barnabas coordinator (Stephanie Ziebarth, aeziebarth@embarqmail.com or Stephanie@joyel.org), basically answering these questions:

- When did you meet?
- What did you cover and/or do together?
- Is your student meeting his/her requirements and recognizing the relevance to his/her life?
- What encouraged you during this meeting?
- Do you have any questions for us at **Joy El**?
- What are you learning?

2. Reports are usually 1-2 paragraphs and are generally easy to write. Some people write more, depending on their writing style, time availability, enthusiasm to share, etc.

3. Feel free to send photos. In fact, we'd really appreciate them! These may be used for future Barnabas brochures or articles.

4. It is ideal for you to send reports via email (aeziebarth@embarqmail.com or Stephanie@joyel.org). Otherwise, you may mail reports to Stephanie Ziebarth's attention at **Joy El Ministries**, 3741 Joy-El Dr., Greencastle, PA 17225.

Thanks for your ministry.

"But the goal of our instruction is love from a pure heart and a good conscience and a sincere faith."
-1 Timothy 1:5

Joy El Ministries, 3741 Joy El Dr., Greencastle, PA 17225

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