



*Saint Meinrad*

*Seminary &  
School of Theology*

*Institute for Priests  
and Presbyterates*

# In-Diocese Mentor Training Registration Form

- \$2,450.00 for 6-12 mentors\*
- \$2,950.00 for 13-18 mentors\*

**Diocese:** \_\_\_\_\_ **Confirmed training date:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**What is the best method of contacting you?**     E-mail                       Telephone

**Number of Mentors to be trained:** \_\_\_\_\_

**Intended "mentees" include:**     newly-ordained     new pastors     new to the United States

**Where will the training be held:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Formality of attire for training:**     clericals     casual attire

**Billing address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\* Price does not include materials fees (\$40 per participant) or travel costs.**

**Please return to IPP at initial registration**

## **In-Diocese Mentor Training Registration Form (cont.)**

**If your diocese currently has a program of priest mentoring, please complete:**

- 1) How long has your diocese had a priest mentor “program”? \_\_\_\_\_
- 2) How many priests does your diocese have serving as mentors? \_\_\_\_\_
- 3) Approximately how many priests have been mentored? \_\_\_\_\_
- 4) Are current mentors being invited to the training, or just new mentors?  
# current mentors attending \_\_\_\_\_ # new mentors attending \_\_\_\_\_
- 5) Assess how mentoring has been going in your diocese to date. How did you arrive at that assessment?
  
- 6) What has prompted your interest in providing training at this point?
  
  
  
  
  
  
  
  
  
  
- 7) What do you hope will be different for your mentors and/or your diocese following training?
  
  
  
  
  
  
  
  
  
  
- 8) Describe the reporting/accountability system or structure in your diocese for this ministry.

**If applicable to your diocese, please return to IPP at initial registration**

## **In-Diocese Mentor Training - Details**

- 1) Initial training is scheduled over 1.5 days. See the guidelines for creating your diocese's training schedule (Document 2). Complete and return your schedule (Form C) to the Institute no later than one month prior to training.
- 2) The Institute will facilitate a phone meeting between the diocesan director and the trainer two weeks prior to training to cover details and any questions in preparation for the training.
- 3) If air travel is required for the trainer, round-trip shuttle service is to be provided, or other arrangements made, by the hosting diocese. The Institute will facilitate the exchange of contact information between the shuttle driver and trainer.
- 4) Meals and accommodations for the trainer are to be provided by the hosting diocese during the course of training.
- 5) Time is allotted on schedule near the end of training for the diocesan director or other diocesan official to discuss, explain and review particular diocesan guidelines, expectations and procedures for mentors. See Document 3 for recommendations for this session of the training.
- 6) If mission priests from other countries are included in those to be mentored, additional resources will be provided for those priests who will serve as their mentors. Where applicable, countries of origin are to be noted on the Form D.
- 7) Resources for training and name tags will be shipped to diocesan contact at least 2 weeks prior to training. Resources include:
  - a. Training Manuals
  - b. Appreciative Inquiry books
  - c. Specific, cultural resources for international/mission priests
- 8) On training day:
  - a. Flip chart or white board/markers (provided by hosting diocese)
  - b. Coffee, water, light snacks
  - c. Training materials and name tags (shipped from the IPP)
- 9) A one-day follow-up training session is recommended 6-8 months after mentoring relationships commence. The IPP will contact the diocese after initial training to schedule, if requested, follow-up training. This follow-up training allows the mentors an opportunity to employ the skills they've been trained in and to gain enough anecdotal experience to dissect and discuss. It allows the mentors a chance to check in, share stories of "what works," and get feedback on experiences that haven't gone as well as anticipated or hoped. "Mentees" are brought in for the second half of the follow-up training day, which concludes with that month's meeting between mentors and mentees.

## **In-Diocese Mentor Training Schedule Guidelines**

(To be completed by diocesan director of mentor program)

Initial training is conducted over the course of 1.5 days. The diocesan director is to design the training schedule for his mentors (Form C). This schedule is to be returned to the Institute for Priests and Presbyterates one month prior to training. The IPP will then coordinate a phone meeting between the diocesan director and the trainer to cover all details and questions.

A sample training schedule can be found on page 27, Appendix J, in the IPP's online ["Resource for Diocesan Mentor Program Directors."](#)

These guidelines presume a morning start to training. If your diocese's training is to begin in the afternoon, adjust your schedule accordingly based upon the time allotments for topics listed.

***NB: Times listed are approximate due to variations within the natural flow of training for each particular group. All content listed is covered within the training.***

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### **Day 1**

#### **Starting time**

9:00  9:30  10:00

#### **Content/Topics covered**

Introduction – 30 minutes

Reflections on Beginning in Ministry – 45 minutes

Mentoring Defined – 30 minutes

Skills and Best Practices: Listening as a Mentor – 90 minutes

Appreciative Inquiry/Questioning – 105 minutes

Lunch - TBD

#### **Other items to consider including**

Liturgies: Eucharist, Divine Office (hosting diocese responsible for coordinating liturgies and creating any worship aids, etc.)

Breakfast, Supper

Evening social or activity (if overnighting in one location)

#### **Ending time**

TBD

## **In-Diocese Mentor Training Schedule Guidelines (continued)**

(To be completed by diocesan director of mentor program)

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### **Day 2**

#### **Suggested starting time**

8:30  9:00  9:30

#### **Content/Topics covered**

Review of Day 1 – 15 minutes

Practicing the Appreciative Inquiry process/paired interviews – 60-90 minutes

Diocesan Expectations and Support/Suggested meeting format – 30 minutes\*

#### **Other items to consider including**

Liturgies (Morning Prayer, Eucharist, Noon Prayer)

Breakfast, Lunch

#### **Ending time**

TBD

\* This session is conducted by the diocesan director. For suggestions on topics to cover and resources to use, refer to Document 3.

## Training Schedule

Diocese: \_\_\_\_\_

Contact Name, Phone, E-mail: \_\_\_\_\_

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### Day 1

**Starting time:** \_\_\_\_\_

**Liturgies and approximate times:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Meals and approximate times:** \_\_\_\_\_

\_\_\_\_\_

**Ending time:** \_\_\_\_\_

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### Day 2

**Starting time:** \_\_\_\_\_

**Liturgies and approximate times:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Meals and approximate times:** \_\_\_\_\_

\_\_\_\_\_

**Ending time:** \_\_\_\_\_

**Please return to IPP one month prior to training**

**Those who will be trained to serve as mentors**

<b>Priest's name</b>	<b>Country of origin (if not U.S.A.)</b>	<b>Length of time in U.S.A. (if not country of origin)</b>
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		
13)		
14)		
15)		
16)		
17)		
18)		

**Those who will be mentored (the “mentees”)**

# of newly-ordained “mentees”: \_\_\_\_\_

# of newly-appointed pastor “mentees”: \_\_\_\_\_

# of recently-arrived mission priest “mentees”: \_\_\_\_\_

List countries of origin with corresponding numbers of mission priests (e.g., Nigeria – 5, India – 3):

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**Please return to IPP one month prior to training**

## **Suggested topics for diocesan director to address during training**

The last session during mentor training, titled “Diocesan Expectations and Support/Suggested Meeting Format,” is conducted by the diocesan director. At this point in the training the diocesan director uses this opportunity to articulate the expectations, plans and processes for mentoring, and answer questions particular to his diocese.

Prior to training, the diocesan director and trainer will meet by phone to cover the details for training. The trainer can serve as an excellent resource for additional ideas and suggestions for the diocesan director as he prepares for this session.

### **Suggested Topics**

(Appendices are available from the IPP’s online [“Resource for Diocesan Mentor Program Directors.”](#))

- 1) Mentor job description (see Appendix A for sample)
- 2) Process undertaken for pairing mentors and mentees (Appendix C)
- 3) Plans and date for orientation meeting (Appendix D, E, F)
- 4) Relationship agreement form and reporting process (Appendix B, I)
- 5) Plans for follow-up training day with mentors (Appendix K)
- 6) Meeting format suggestions for the first get-together between mentor and “mentee”
- 7) How the diocese provides support throughout mentoring relationship
- 8) Plans for group celebration at the conclusion of mentoring agreement time period



## **In-diocese Mentor Training timeline and checklist**

### **At initial registration, complete and return these forms to the IPP:**

- Form A
- Form B (if applicable)

### **One month prior to training, complete and return these forms to the IPP:**

- Form C
- Form D

### **Two weeks prior to training:**

- The IPP will facilitate a phone meeting between the diocesan director and trainer
- (If applicable) Flight information for trainer provided to diocesan director and contact information for shuttle driver and trainer collected, exchanged
- Training materials mailed from the IPP to the diocesan contact

### **Training Day:**

- Flip chart or white board and markers
- Coffee, tea, water and light snacks
- Training materials and nametags mailed from the IPP
- Worship aids and other supplies for liturgies (if applicable)

### **One week after training:**

- Diocese invoiced

### **Four months after training:**

- IPP contacts diocesan director regarding the option for follow-up training day

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#### **Mail forms to:**

Institute for Priests and Presbyterates  
Saint Meinrad Seminary  
200 Hill Drive  
St. Meinrad, IN 47577

#### **Or fax to:**

(812) 357-6283

#### **Or scan and E-mail to:**

Lea Ann Olinger  
Administrative Coordinator  
[smipp@saintmeinrad.edu](mailto:smipp@saintmeinrad.edu)