



Mentor Application

Date _____
Name _____
Address _____
City _____ **State** _____ **ZIP** _____
Home phone _____ **Work phone** _____
Cell phone _____ **Email** _____
Birth date _____
Employer _____
Position Held _____
Education completed _____
Special Training _____

Church membership _____
Pastor's name _____
Emergency contact _____
Home phone _____ **Relationship** _____
Cell phone _____ **Work Phone** _____

How did you hear about Moving Forward Chattanooga, a nationally certified site of Christian Job Corps®?

Why do you want to serve as a mentor?

Tell us about yourself.

Church/community activities

Current participation

Previous participation

What spiritual gifts, skills, abilities, talents, traits, experiences, etc., do you bring to the mentoring relationship?

On separate a separate sheet, please briefly describe your spiritual journey.

Will you commit to attend any scheduled mentor meetings? Yes No

Do you give your permission for a background check to be run on you? Yes No

Please Provide the name of 3 references we may contact on your behalf

Name	Relationship
Preferred Phone	Email
Name	Relationship
Preferred Phone	Email
Name	Relationship
Preferred Phone	Email

Signature

Date



Mentor Minister Reference

Dear Pastor/Minister:

_____ has applied to become a mentor with Moving Forward Chattanooga, a nationally certified site of Christian Women's Job Corps®.

CWJC is a Christian organization based on women helping women. We accomplish this through a vetted curriculum, Bible study and by providing a personal mentor who walks with a participant from dependency to self-sufficiency and serves as an encourager, role model, and spiritual partner.

Our mentors must be persons who have a vital personal relationship with Jesus Christ. They must be persons of integrity, able to practice confidentiality. They must practice a personal lifestyle that models the values, principles, and practices that lead to positive personal and community health and success. They must also be able to communicate the love of God in a one-on-one relationship that is built on honesty, trust, compassion, and, sometimes, tough love.

Part of our mentor application process, is that the pastor of each applicant gives a personal recommendation for this ministry. Taking into consideration the qualities and characteristics that we must have in our mentors, can you personally recommend this woman as a mentor in CWJC®? We have permission to ask you and the agreement that your response will not be shared with her.

_____ I recommend

_____ I cannot recommend

Signature

Please give us a brief explanation, if necessary, on the back of this page. Please return this letter to us in the enclosed envelope.

Thank you for your assistance in this matter.

Sincerely,

E.K. (Beth) Ray
Site Coordinator
Moving Forward Chattanooga
An authorized Christian Job Corps Site



Mentor/Site Covenant

As a Moving Forward Chattanooga mentor, I will be committed to upholding the following statements for the duration of the mentoring period.

1. Attend training workshop.
2. Gain a thorough understanding of Christian Women's Job Corps.
3. Be committed to mentoring. I will be present at all scheduled mentor meetings. I will complete any paperwork requested. I will do my best to communicate openly with the mentor leadership and the participant and his or her family, and work through any problems that may arise. I will be open to personal growth and what others can teach me.
4. Keep all information confidential (within the team). I will keep all information regarding the participant and her/his family confidential. If I feel the need to share such information (with a pastor, professional counselor, school counselor, medical professional, etc.), I will get written permission from the participant first.
5. Avoid direct financial involvement with the participant and his/her family. I will not pay bills, loans, or give money to the participant or her/his family. If the participant or her family has financial needs, I understand we will decide as a team how to respond by helping him/her find community resources to meet the needs.
6. Be responsible with closure issues. If for any reason I need to stop serving as a mentor, I will inform my (1) mentor coordinator or mentor team leader (2) Moving Forward Chattanooga CWJC participant in order to have a clear sense of closure and completion to the team process for everyone.
7. Pray for my participant.
8. Meet the required number of times with my participant and fulfill any other requirements in the mentoring program.
9. Submit monthly mentor reports to my mentor coordinator.
10. Seek help in mentoring from my Mentor Coordinator, Mentor Team Leader, or Moving Forward Chattanooga staff.
11. Participate in an evaluation of mentoring in our ministry.

Mentor Signature

Date

Moving Forward Chattanooga is committed to upholding the following statements for the duration of the mentoring period:

1. Provide adequate training on how to set goals, boundaries, strength based approach, culture, and working with participants.
2. Set meeting times for mentors to provide feedback to site, to discuss challenges, to pray together, and to gain additional skills in working with participants.
3. Provide information on community resources that can assist the participant in her/his development and growth.
4. Refrain from infringing on the confidentiality between the participant and the mentor or undermining the work of the mentor with the participant.
5. Provide materials to be used during mentor sessions as needed.
6. Pair mentors with participants.
7. Pray for the mentor as she/he encounters successes and difficulties in working with the participant.
8. Seek feedback from mentor in order to develop the overall Moving Forward Chattanooga ministry.

Beth Ray, Site Coordinator

Date