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

200 Hill Drive * St. Meinrad, IN 47577 * (800) 357-8477 * Fax (812) 357-6283 * smipp@saintmeinrad.edu
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

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In-Diodecse 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-Diocease 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

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* 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:__________________________________________

Day 1
Starting time: _________________________

Liturgies and approximate times:
_________________________________________________
_________________________________________________
_________________________________________________

Meals and approximate times:
_________________________________________________
_________________________________________________

Ending time: _________________________

Day 2
Starting time: _________________________

Liturgies and approximate times:
_________________________________________________
_________________________________________________
_________________________________________________

Meals and approximate times:
_________________________________________________
_________________________________________________

Ending time: _________________________

Please return to IPP one month prior to training

200 Hill Drive * St. Meinrad, IN 47577 * (800) 357-8477 * Fax (812) 357-6283 * smipp@saintmeinrad.edu
Those who will be trained to serve as mentors

<table>
<thead>
<tr>
<th>Priest’s name</th>
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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):

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Please return to IPP one month prior to training

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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

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