



DIOCESE OF LANSING
M I C H I G A N

Catechist Formation: Mentoring

General steps required in facilitating mentoring

1. The Mentor will pray for their learners, asking God to guide their formation process, conversations, decisions, and to provide wisdom for their personal and catechetical formation. **This should be done before each meeting with the Learner(s).**
 - Sample Prayer: “Lord Jesus, I offer to you this time and this conversation with _____. Send your wisdom to guide us. Help _____ discern how you are at work in her life and how she can know your love more deeply and proclaim your Word most effectively. Amen”
2. **Make contact** with your learner to introduce yourself and begin the relationship.
3. Mentor and learner(s) decide on a workshop to complete and a **date for completion**.
 - **This is to help the learner establish a pattern and deadline to complete the work.** It is best to set an expectation of completing a workshop within two weeks.
 - Mentors are expected to spend 20 – 30 minutes per workshop in conversation with a learner.

For One-on-One Mentoring

4. Learner watches videos and completes tasks on their own
 - Learner must click “Save” after doing work on each task. Learner can go back and edit or add content at a later time.
 - Upon completion of all tasks, the learner must click “Send Workshop to Mentor for Final Review.”
 - The Mentor will receive, by email, all the learner’s answers. (Don’t be alarmed if you receive multiple emails for the same tasks.
5. The Mentor will review answers and respond to Learner

- The Mentor may respond by email (least effective way)
 - The Mentor and Learner may speak over the phone or in person for about 20-30 minutes per workshop
6. Mentor will “approve” workshop on their dashboard

Mentoring Learners in a Small Group

(this method is very appropriate for School Teachers)

There are several options for mentoring in a group

Option One

- a. Have learners’ complete videos and a few of the tasks on their own
 - i. Schedule a meeting with your small group and discuss completed work for 30-60 minutes
 - ii. You are free to flex how you complete the tasks for each segment. You may do them all live and have each learner complete them on paper.
 - iii. Each learner will need to “complete” the workshop on the CI system. This does not mean that learners will need to type in answers to all the tasks, i.e. if the tasks have been completed orally during small group time. But learners will still need to click on the button at the bottom of the workshop page to submit the answers. The Mentor is to use discretion in these cases.

Option Two

- b. Watch videos together and complete tasks together
 - i. Schedule about two hours of time to work on these together.
 - ii. Watch the videos together
 - iii. Complete tasks in person via a combination of options, private journaling and group sharing.
 - iv. You may choose to only complete some tasks in person and assign others to be done on their own
 - v. Mentor will check with individuals for completion of tasks
 - vi. Mentor will “Approve” workshop on CI system upon completion of tasks