



MENTORS WANTED:

Stepping Forward Program

GraceWorks is starting a new program called Stepping Forward for a few select clients who are ready to make positive changes and add stability to their lives. This is a long-term program that will provide participants with access to an array of classes and training. A major part of the program involves pairing participants with a mentor.

We are currently looking for individuals or couples to be mentors to these Stepping Forward participants. As a mentor, you will be committing to partner with an individual during this transitional period that could last up to one year. The basic responsibilities and abilities necessary for a mentor include the following:

- * A willingness to get to know your “mentee” or “partner” as a person and, hopefully, as a friend. This includes checking in with your partner at least once a week to see how they are doing and getting together in person at least once a month. You will also need to be available when your mentee contacts you, whether it be a personal crisis or just to check in.
- * Being able to provide non-judgmental advice on matters related to household finance, career, education, parenting, lifestyle, spiritual, and general life choices. You do not have to be an expert in all or even any of these areas. If you do not know the answer, GraceWorks can provide you and your “partner” with the needed resources.
- * Patience and Compassion. Trust takes time to develop and you will need to be consistent to build a relationship. While these participants will be pre-screened and carefully selected, they will still have difficult challenges in their lives that require attention. A giving spirit and an ability to teach others by example are characteristics that will be needed in this role.

This is a unique opportunity to make a difference in someone else’s life. If you, or someone you know, feels called to serve in this way and would like to discuss the program further, please contact GraceWorks (615-794-9055) to schedule an appointment with either Rae Boyd or Jeff Fulmer.

Thank you for your prayerful consideration.

A handwritten signature in black ink that reads "Rae Boyd". The signature is written in a cursive style with a long, sweeping underline.



Checklist

- Application/Waiver
- Interview
- Background Check
- VITAE – paragraph about yourself
- References
- Training

Start Date _____

End Date _____

Mentor Name _____

Gracework's Mentoring Program
STEPPING FORWARD

Program's Objective: To help our neighbors on a path toward self-sustainability and realize their God-given potential.

Part I – The In-Take Process

1. Identify possible candidates. (Neighbor Service volunteers are given a description of what to look for in qualified candidates.)
2. After a potential candidate has been identified, gather more information on him or her:
 - A. In addition to the standard GraceWorks intake and release form, we have an additional questionnaire. This form will provide more personal and professional information and should help prioritize their most pressing needs. Once accepted, the neighbor will sign the proposal or "contract" which specifies expectations of the program.
 - B. As a part of the questionnaire, have them write their "life story" in a page or two. In their own words, they are encouraged to summarize their life to this point, including the major turning points, as well as their hopes, dreams, and fears about the future.
3. In person interview with Rae and/or another staff member to go over their intake information. In this meeting, it needs to be established that they have the time, energy, and desire to commit to a long-term program. If accepted, the participant will also be presented with an incentive program at this time. This can be a monthly stipend or an individual savings account to go toward something that will help them achieve their goal (reliable car, rent/home, further education, health-care, etc.)

Part II - The Mentor and the Curriculum

The process begins with pairing the neighbor with a mentor. They will also begin attending four "core" classes (one per week). At the end of the first month, in addition to having some basic/practical information, they will have set some realistic goals and identified areas they

most need to work on in order to reach them. The neighbor will then begin the personalized, extended curriculum.

1. The Mentor

The neighbor and the mentor are to get together once a week to get a better sense of the neighbor's day-to-day life. They can also go over what the mentee is learning in their classes/sessions. Since the mentor is more involved in the mentee's journey, they can recommend that adjustments be made to the curriculum as needed. For example, the mentor may discover that the mentee would benefit from an additional session with a particular counselor or that something isn't working effectively.

2. Core Curriculum

During their program, neighbors have an opportunity to attend four individual classes which make up the basic or "core curriculum." Since it helps set up the rest of the curriculum, the Long-Term Goal Setting Class should take place at the very beginning. The other classes can be scheduled and taken anytime within the first year. All classes must be set up in advance so that teacher can prepare specifically for them. The following is potential list of the core classes:

- A. Long-term Goal Setting. It would be helpful to administer a personality test prior to the session so that we can go over the results with the neighbor. This can be a way to approach different aspects of the individual's life, be it physical, emotional, financial, spiritual. It will also advise what counselors the participant needs to see during the course of the year. Hopes and realistic goals are discussed in increments of 10, 5, 3 years. The neighbor needs to have a clear understanding of what is expected of them during the program.
- B. Career Counseling Class. Neighbors may be directed to the Goodwill who already has an on-going career counseling program. Whether at Goodwill, GraceWorks, or elsewhere, neighbors need an opportunity to bring in a draft of their resumes for evaluation and go over basic interviewing skills.
- C. Personal Finance. Have neighbors bring in their Budget before session, so the counselor can figure out the household monthly net profit or loss. Discuss cost cutting possibilities or ways to add to income. Also include techniques for paying down existing debt and setting up a checking and savings account.
- D. Credit Score and Large Purchases. Prior to the class, with their permission, the neighbor's credit score is run. We can then discuss how to raise the score and what, if any, debt can be eliminated first. This class may also include how to evaluate making big purchases, such as a car, home, etc.

3. Full or Extended Curriculum

After completing the core classes, GraceWorks will have a better idea of where the participant needs to focus. Both the participant and GraceWorks will agree on a personally tailored slate of courses and/or counselors for the remainder of their year-long program. These can be classes in the community or one-on-one counseling sessions with experts in areas that would be most beneficial.

A participant in the program may have a very concentrated area of study (such as attending GED classes). However, some may also be assigned various counselors or specialists that they will see during the duration of their year. For example, a neighbor may meet with a mental health counselor five or six times, then attend a parenting class over the next two months. All the while they are checking in with an employment counselor. The combination of possible counselors/classes can be as diverse as our neighbors. To that end, there needs to be a resource within the GraceWorks and the community for a variety of potential needs. The following is a partial list of counselors we are working to have available:

- A. Spiritual and/or Church Home Counselor
- B. Mental Health Counselor
- C. Education/GED Classes
- D. Parenting Classes
- E. Health and Nutrition Specialist
- F. Job Counselor
- G. Mortgage Counselor and Credit Score Assistance
- H. Financial Counselor

Neighbors are responsible for setting and showing up to all appointments with their assigned counselors. More than two unexcused or missed sessions are grounds for dismissal from the program. At the same time, there should be an attempt to make the schedule as manageable as possible to both counselors and counselees. For example, we may not want to schedule more than two sessions in one week. Telephone/teleconference sessions would also be adequate for some sessions.

PART III – Program’s Conclusion

Each program will conclude at the end of the pre-established timeframe (typically no longer than one year) or when the neighbor has achieved a major goal. In some cases, the program may be extended if the participant is close to meeting a primary objective. The following events will take place at the conclusion of the program:

1. Each participant will be presented with a diploma from GraceWorks.
2. They will fill out a brief questionnaire so GraceWorks can better evaluate the program, as well as write a “new life story” in a page or two. In this version of their story, they are asked to include whatever insights they have gathered over the last few months, how their fears/hopes may have changed, and how they see themselves achieving their goals now.
3. Exit Interview to be conducted with Rae and/or another staff member. This is another opportunity to see where GraceWorks can do better in the future. We will also want to go over their new “life story” to make sure there isn’t anything that still needs to be addressed or added before concluding the program.
4. On a case by case basis, an offer may be extended for on-going assistance. This may mean that the mentor and/or job counselor continues to check in with the neighbor (on a less frequent basis) until a new job is secured.
5. New “Life Stories” can be saved and shared to encourage others to get involved with the program, either as participants, volunteers, or contributors. Keeping in touch with past participants and monitoring their progress will hopefully also provide Graceworks with some tangible evidence of the program’s effectiveness.

Mentor Job Description

The Premier Care program helps to empower our clients to make positive life choices that enable them to maximize their potential for stability. The mentoring program uses volunteers who are willing to commit to support, guidance, and friendship. These relationships will hopefully build bonds that supersede the damage in their current struggles. This will prayerfully allow our clients to flourish where they once faltered and bring hope into areas where they were once hopeless.

Mentor Role

- ❖ _ Take the lead, supporting a client through an ongoing, one-on-one relationship
- ❖ _ Serve as a positive role model and friend
- ❖ _ Build the relationship by planning and participating in activities together
- ❖ _ Strive for mutual respect
- ❖ _ Build self-esteem and motivation
- ❖ _ Help set goals and work toward accomplishing them
- ❖ _ Have fun together
- ❖ _ Discuss participation in ongoing program counselor's sessions

Time Commitment

- ❖ _ Be willing and able to make a long term commitment to mentoring
- ❖ _ Be willing and able to speak to your mentee a minimum of 6-8 hours per month
- ❖ _ Communicate with your mentee in between face to face visits
- ❖ _ Attend an initial four-hour training session and additional two-hour training
- ❖ _ sessions twice during each year of participation in the program
- ❖ _ Attend mentor/mentee group events, mentor support groups, and program
- ❖ recognition events as available

Participation Requirements

- ❖ _ Be at least 21 years old
- ❖ _ Be interested in working with underserved people
- ❖ _ Be willing to adhere to all program policies and procedures
- ❖ _ Be willing to complete the application and screening process
- ❖ _ Be dependable and consistent in meeting the time commitments

- ❖ _ Attend mentor training sessions as prescribed
- ❖ _ Communicate regularly with program staff
- ❖ _ Take constructive feedback regarding mentoring activities and relationship
- ❖ _ Have access to an automobile, auto insurance, and a good driving record
- ❖ _ Be able to pass a criminal background check
- ❖ _ Not use illicit drugs
- ❖ _ Not use alcohol or controlled substances in an inappropriate manner
- ❖ _ Not be currently in treatment for substance abuse or recently released
- ❖ _ Not smoke or use tobacco products during mentoring activities

Desirable Qualities

- ❖ _ Willing and active listener
- ❖ _ Encouraging and supportive
- ❖ _ Patient and flexible
- ❖ _ Tolerant and respectful of individual and cultural differences

Benefits

- ❖ _ Personal fulfillment through contribution to community and individual
- ❖ _ Satisfaction in helping someone mature, progress, and achieve goals
- ❖ _ Training sessions and group activities
- ❖ _ Mileage and expenses are tax deductible
- ❖ _ Ongoing support and supervision to help the match succeed
- ❖ _ Mentee/mentor group activities, complimentary tickets to community events, participant recognition events

Application and Screening Process

- ❖ _ Written application
- ❖ _ Driving record check
- ❖ _ Criminal history check
- ❖ _ Personal interview
- ❖ _ Provide three personal references
- ❖ _ Attend initial mentor training
- ❖ _ Attend a minimum of 2 on going trainings per year

VOLUNTEER BACKGROUND CHECK FORM

Please print legibly

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Email Address: _____

(Email address will be used for direct communication and will be added to our eNewsletter list. Graceworks will not sell or share email addresses.)

Driver's License Number: _____ State: _____ Expiration Date _____

Name as it appears on Driver's License: _____

Social Security Number: _____ Date of Birth: _____

NOTE: Date of Birth information is used ONLY by Lexis Nexis Screening Solutions for verification of identity and is not used for any purpose by Graceworks Ministries, Inc.

VOLUNTEER BACKGROUND CHECK FORM

Please print legibly

I, the undersigned, understand that the services I provide are voluntary. I also release and agree to indemnify and hold Graceworks Ministries, Inc. and/or Senior Services Program harmless from all damages, suits, judgments and claims in connection with my volunteer work. I understand that Graceworks Ministries, Inc. will conduct a background check (including criminal, police check, motor vehicle checks & TN Sexual Abuse Registry).

Name (please print) _____

Signature _____ Date _____

CONFIDENTIALITY AGREEMENT (please read and sign below)

I understand that as a volunteer of Graceworks Ministries, Inc., I am required to protect each client's right to privacy with respect to information sought or received and services provided. I understand that client records are strictly confidential.

I agree not to disclose any information about people who are receiving services or other assistance from Graceworks or who are otherwise involved in my volunteer service. If I am granted access to the Graceworks online computer system in the course of my work, I understand that I am to strictly maintain the privacy of all clients by not divulging any personal information to anyone other than Graceworks personnel.

As a Graceworks volunteer, I understand and agree to the "Confidentiality Policy" as described above. I also understand that violating this policy may result in possible dismissal from my volunteer position with Graceworks.

Signature: _____

Character References or Interview

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____
