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**NAMs’ mentor contract**

This form is for NAMs to download and complete with their mentor at the start of their mentoring relationship. It establishes the agreed way in which they will work together.

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BUGB operates as a charitable incorporated organisation (CIO) with registered Charity Number: 1181392

**NAM mentoring contract**

This is an agreement between …………………………………………………………… (Mentor)

and……………………………………………………………………….. (Newly Accredited Minister)

**Meetings**

We agree that our meetings will be given priority in our diary planning. In the event of an unavoidable commitment arising which will prevent our meeting, we will contact the other party as soon as possible. We will reschedule the appointment to take place at the earliest opportunity.

We will meet monthly for the first four months, and every six weeks for the remainder of the first year. After this, we will agree an appropriate frequency for meeting, but we shall meet at least every three months.

The NAM will take responsibility for planning ahead to ensure suitable dates are arranged.

Unless otherwise agreed between us, the NAM will travel to see the mentor.

**Confidentiality**

We will work together in an open and honest way with each other to develop a climate of trust and respect for each other.

The substance of what is shared by both of us in our meetings shall remain confidential wherever possible. However, the mentor is asked from time to time to provide a report to the regional minister on the NAM’s general progress and will share with the regional minister any particular concerns. This ensures the accountability of the NAM to the wider Baptist family for their accreditation. Any reports are to be signed by the NAM and a copy given to them.

As in all accountability relationships, confidentiality cannot be guaranteed when one of us feels there is a risk of harm to the other party or that they are putting others at risk of harm.

**The reflection journal**

Unless agreed otherwise between us, the NAM will keep a (roughly) weekly reflection journal to record their thoughts and feelings about events, meetings, reading, or other experiences. This may be in written or audio or video format.

The NAM will send latest entries from the journal to the mentor before each meeting in time for preparation to take place. The journal will provide a focus for discussion in our meetings, but we will not necessarily be limited to those topics covered by the journal. If the journal is not used, the NAM will still send to the mentor before the meeting the topics they wish to raise.

The reflection journal remains the property of the NAM and may not be shared without permission unless there is a concern regarding safeguarding or the safety of the NAM or others.

**Relationships and Accountability**

The mentor is accountable to the regional minister for the quality of their service as a mentor. The NAM can raise with the regional minister any issues they have with the mentoring relationship.

The mentor is also expected, via the regional minister, to keep the association’s Ministerial Recognition Committee (MRC) informed of the NAM’s development. This is done primarily through the annual mentor reports. If the mentor has any more urgent concerns about the mentoring relationship, they will raise these with the regional minister. For example, if the NAM persistently fails to attend appointments, the mentor will speak to the regional minister. In this instance, the mentor will keep a record of failures to attend and the reasons offered.

Signed:

………………………………………………………………………………………………. (NAM)

.……………………………………………………………………………………………… (Mentor)

Date: