The Potter’s House

Mentoring Handbook

Like Clay in the potter’s Hand…………
INTRODUCTION

Transition To Community and The Potter’s House wishes to invite all men of faith to join with us in this voluntary mentor program where the experienced Christian man mentors other men coming out of prison. Mentoring these men is vital as they go through the process of transitioning into the community and become mature and responsible contributors. Mentors support mentees by giving them advice and guidance to help them gainfully settle in their new life style.

TTC and The Potter’s House is committed to support the mentoring program by facilitating the formation of an effective mentoring process. This handbook provides guidance to both mentors and mentees to establish a mutually beneficial and successful mentoring relationship.
WHY MENTORING?

The mentor program organized by TTC and The Potter's House is specifically targeted those coming out of prison. Mentoring is the transfer of skills, knowledge, and life experiences that can help guide and establish a mentee in building his new life. Thus it provides a great benefit to the community and society at large. Mentoring provides mentees with the guidance and insight of the necessary skills that they may have to acquire to establish themselves as a respected and responsible person in the community. Mentors are not expected to be career counselors and find jobs for the mentees or provide financial assistance as the relationship continues.

WHAT IS THE OBJECTIVE OF MENTORING?

Mentoring is a formal relationship between a mentor and a mentee with mutually agreed-upon clearly defined goals for the mentee. Mentors can specifically help guide the mentees through the process of obtaining a restored Life In Jesus Christ. The relationship, however, should be between two individuals who do not have a direct reporting relationship, but rather a relationship in which coaching and guidance can be provided in a non-judgmental way.
WHO IS A MENTOR?
A mentor is an experienced Christian who provides mentees with guidance, advice and support to help them become established in their community.

WHY BE A MENTOR?
Individuals become mentors because they wish to give something meaningful to their community and play an important role to the future of their society. Research shows that mentoring is beneficial to all those involved.

The benefits to the mentor are:
· Helping an ex-offender to remain and ex-offender
· Learning about yourself
· Satisfaction of making a difference in someone’s life
· Relationship building

MENTORING SKILLS

To be an effective mentor is a blend of being successful in your own life and genuinely wanting to help some one. Essential mentoring skills are described below.
RESPECT FOR THE MENTEE

You must respect the mentee as a human being and a child of God regardless of education level, experience or past experience.

LISTENING ABILITY

It is relatively easy to give advice and guidance, but harder to listen suspending your opinion and judgment. You have to carefully listen to your mentees and understand their frustration.

BODY LANGUAGE

Carefully watch the body language of the mentee as well as yours. Body language can be stronger than the words. Examples of what to look are:

- Avoiding eye contact – discomfort, embarrassment, discomfort
- Crossed arm – defensiveness, anger
- Hands in head – tiredness, upset
- Tilting back – feeling invaded, attacked
- Leg shaking or foot tapping – boredom, anxiety
COMMUNICATION

Mentor’s communication with the mentee should include the following:

- Open communication
- Building trust
- Providing practical tips from your own experience
- Providing guidance
- Confidentiality
- Giving hope
- Giving encouragement
- Respect for other culture

Some styles may hinder mentoring as follows:

- Ordering – telling what to do
- Lecturing – giving unsolicited advice
- Preaching – telling how to behave
- Threatening – telling “do this or I will stop seeing you”
- Discouraging remarks – telling “you will have difficulty in getting job or license or that it is impossible”

The mentoring relationship must be maintained with confidence and trust even when the trust is broken by the mentee.

As a mentor you should always feel free to discuss your issues, not the mentees issues, with the staff of the Potter’s House and other mentors and ask for their opinion and advice.
MENTEE

ATTRIBUTES OF A MENTEE

Mentees should recognize that a mentor’s time is valuable and they adequately prepare themselves for each meeting with their respective mentor. Your first step to success is to set goals for yourself.

GOAL SETTING

You need to decide where you want to be in your life in the next five years and how you intend to obtain such a life. Once your goals have been established, work out your strengths and weaknesses for each. Some attributes to consider are outlined in the following sections.

TECHNICAL SKILL

What is your knowledge, skills, and experience as it relates to employment? In what areas do you require improvement? What help would you need from your mentor to establish better skills, knowledge or experience.
WORK CULTURE

Are you familiar with the climate of today’s employment skills? Including Safety in the workplace? This area is very important for mentees for it sets the stage for a dependable and safe employee. Your mentor can help you in dealing with these issues.

INTERPERSONAL SKILL

Employers are looking for the “right fit” for their company. Getting along with your co-workers is as equally important as your experience. Managers will never hire a person who they don’t think will be a team player. A team player is a person who

- respects and listens to other people
- values the opinion of other people
- does not stick to one’s own opinion and ideas
- works towards the goal of the team instead of personal ambition

INITIATIVE

Are you the type of person who only follows orders? Following the leadership of your immediate supervisor is essential; however, demonstrating that you have initiative can help you to advance in your career. Your mentor can suggest and guide you through ideas such as to initiate a new project.
SELF-CONFIDENCE

Do you have confidence to do the job or are you looking for guidance all the time? Mentors can help you build your confidence and provide encouragement during the mentoring relationship. They will help you transit from looking for guidance to having confidence in your ability and take chances.

CONFIDENTIALITY

Mentors will often share with you information about themselves and their networks. It is imperative that respect the confidentiality of the meetings with your mentor and not divulge any information without the mentor’s prior consent.

Assess yourself on the above attributes and give marks 1 – 5 as follows:
1 – very poor, 2 – poor, 3 – average, 4 – good, 5 – very good
MENTORING PROCESS

HOW TO JOIN THE MENTOR PROGRAM

If you are interested to join the mentor program as a mentor for the Potter’s House please see a staff person or Call 717-656-3222 and leave a message.

SELECTION OF MENTOR

The Ministry Director selects a suitable mentor based on the needs of the mentee’s background, social climate and the mentee’s future place of residency. There must not be any work relationship between the mentor and the mentee. Each meeting should not take more than an hour. The frequency of the meetings will depend on the need as decided mutually by the mentor and the mentee. However, it should not be more than once a week.

FIRST MEETING

The first meeting should be planned is as follows:

· Pick a good place for meeting where both feel comfortable.
· Keep it an open meeting. The mentor should Listen carefully with an open mind.
· Build trust between the mentee and mentor.
· Work out a mutually agreed plan.
· The mentor should be accessible to the mentee if needed. But, the mentee should bear in mind that the mentor has a busy schedule and limited time for mentoring.
SUBSEQUENT MEETINGS

Subsequent meetings should be planned as follows:

- The mentee should report the progress being made.
- The mentee should raise concerns impeding the progress.
- The mentors should address those concerns and provide advice to solve them.
- If needed the mentor should refer the concerns to the appropriate persons with in the mentees life (eg.PH staff, pastor, other)
- The mentor should also refer the mentee to other organization, school or institution who might be able to provide further assistance based on the need.
- Both mentor and mentee should maintain logbooks keeping the minutes of the meeting.

TERMINATING THE MENTORING RELATIONSHIP

The mentoring relationship should not continue indefinitely. A mutually agreed time scale has to be set to terminate the relationship amicably bearing in mind the goals of mentoring set by the mentee. Also as a mentee keep in mind that other people may benefit if the mentor would mentor others after you.

Mentoring should be a mutually beneficial and enjoyable process for both mentors and mentees. This is a voluntary program where the mentors spend their time for the mentees to help them gainfully settle in their new life. The Potter’s House pioneered this program for the ex-offender That they may succeed in the long term transition back into the community.
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Christian Mentoring Resources

Books and Journal Articles

Bakke, Ray, *A Theology As Big As the City*; InterVarsity Press June 1997, Downers Grove, IL

Becker, James, *Mentoring High-Risk Kids*, Minneapolis: Johnson Institute, 1984, A short, but concise overview of mentoring youth. This handbook gives the basics what to do, why we do it, and what we can expect in return.


Carney, Laurie and Jeffrey. *Minding the Gap*, Xlibris Corporation, 2010. This book is to help ministries with their mission, vision, branding and marketing. You can order it through Xlibris Corporation – [www.xlibris.com](http://www.xlibris.com) or 1-888-795-4274


DuBois, David and Michael Karcher; *Handbook of Youth Mentoring*. Thousand Oaks, CA, Sage Publications Inc., 2005. This is a resource for the field of youth mentoring that is scholarly yet applied. It addresses the need for a comprehensive and integrative accounting of both the field's progress to date and its most promising future directions.


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Journal of Youth and Adolescence; Natural Mentors: Natural mentors in the lives of African-American adolescent mothers: Tracking relationships over time; Elena L. Klaw, Jean E. Rhodes, Louise F. Fitzgerald


McConnell, Douglas. Understanding God’s Heart for Children Fuller Seminary - Biblical basis for helping fatherless children

McWhirter, Jeffries; McWhirter, Benedict T.; McWhirter, Anna M.; McWhirter, Ellen Hawley; At-Risk Youth: A Comprehensive Response Wadsworth Publishing Company; 2nd edition, 1997

Miller, Donald. To Own a Dragon, Colorado Springs, CO: NavPress, 2006. What it is like to grow up fatherless.


Rhodes, Jean; Stand By Me: The Risks and Rewards of Mentoring Today’s Youth, Harvard University Press, 2002

Sowers, John; Fatherless Generation, Grand Rapids: Zondervan, 2010. This book has up to date research on fatherlessness as well as what it is like to be raised fatherless.

Stafford, Dr. Wess. Too Small to Ignore. WaterBrook Press, 2005. Wess is the President and CEO of Compassion International.

Wright, H. Norman Crisis and Trauma Counseling. Gospel light, 2003

Publications on the web

Downloads from www.ppv.org:

Amachi: Mentoring Children Of Prisoners In Philadelphia; Linda Jucovy, A Publication of public/Privateventures and The Center For Research On Religion
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And Urban Civil Society

The Promise and Challenge of Mentoring High-Risk Youth: Findings from the National Faith-Based Initiative; Shawn Bauldry and Tracey A. Hartmann, A Publication of public/Privateventures and The Office of Juvenile Justice and Delinquency Prevention

Faith in Their Futures: The Youth and Congregations in Partnership Program of the Kings County (Brooklyn, NY) District Attorney’s Office; A Publication of Public/Private Ventures and The Office of Juvenile Justice and Delinquency Prevention; Susan Blank And Fred Davie National Faith-Based Initiative Field Report Series

Mentoring: A Synthesis of P/PV’s Research: 1988-1995; Cynthia L. Sipe; A Publication of Public/Private Ventures

Downloads from http://ojjdp.ncjrs.org

Mentoring–A Proven Delinquency Prevention Strategy; Jean Baldwin Grossman and Eileen M. Garry, A Publication of The Office of Juvenile Justice and Delinquency Prevention

Juvenile Mentoring Program 1998 Report to Congress, Office of Juvenile Justice and Delinquency Prevention

Various Publications


Desperately Seeking Sam: The Quest to Increase Male Involvement in Early Childhood Programs; Jill Bella and Teri Talan; Published by the Center for Early Childhood Leadership, National-Louis University Summer 2004

Mentoring: A Promising Strategy for Youth; Susan M. Jekielek, M.A., Kristin A. Moore, Ph.D., Elizabeth C. Hair, Ph.D., and Harriet J. Scarupa, M.S.; Publications Brief, Child Trends, Washington, DC, February 2002

Putting the “Men” Back in Mentoring: A look at one of the mentoring movement’s toughest challenges; Michael Garringer, Editor; A publication of the National Mentoring Partnership

Recruiting Male Volunteers: A Guide Based on Exploratory Research; Stephanie T. Blackman, National Service Fellow 1998-1999; A Publication of The Corporation for National Service
Mentor Relationship Resources

**TALKS Mentoring:** Mentoring curriculums for schools, juvenile justice and faith-based organizations. Some of their materials have a specific focus on African-American youth. Dr. Harold Davis developed this effective method of reaching youth.

Titles: Talks My Father Never Had With Me
        Talks My Mother Never Had With Me

www.Talksmentoring.org
e-mail: dr.harolddavis@talksmentoring.org

**Gerry Goebel:** Value-based curriculum for a mentor to use with a high-risk youth. This material can be very useful in the first six months of mentoring relationship because it does not "push" faith but lets the mentor and protégé discuss issues from a positive perspective.

Title: Significant Conversations

www.onefamilyoutreach.com/

Websites

1. [www.CAYM.org](http://www.CAYM.org) - Christian Association of Youth Mentoring – great resources for starting a Christian mentoring program and ongoing training
2. [www.Mentoring.org](http://www.Mentoring.org) - great national youth mentoring website with a lot of resources on starting and maintaining a safe and effective mentoring program. **Effective practices tool kit you can download that is very helpful.**
4. [www.nwrel.org](http://www.nwrel.org) – Good research and training – program evaluation, mentor training, screening, etc. Go to the site, click on National Mentoring Center, click on Mentoring Resource Center, click on Web Resources.
5. [http://www.edmentoring.org/publications.html](http://www.edmentoring.org/publications.html) - Great source of mentoring research and training information. **Check this out!**
6. [www.ppv.org](http://www.ppv.org) – Public Private Ventures website – great research on mentoring and articles that you can download
8. [www.search-institute.org](http://www.search-institute.org) – 40 developmental assets, other research, and surveys
10. [www.fathers.com](http://www.fathers.com) – website with Fatherlessness research