

# FOCUSED Ministries, Inc.™

**Focusing On Christ Until Spiritual Excellence is Demonstrated**

*“Focusing on Christ as our Lord and Savior is the only means of achieving spiritual excellence in this life.”*

Mailing address: P.O. Box 746, Morton Grove, Illinois 60053

Proverbs 4:24-27

Hebrews 12:1-2

## Girls**FOCUSED**

### Mentoring Project

#### Job Duties & Responsibilities *for a Program Mentor*

It shall be the responsibility of the *Program Mentor* to:

#### **Participation Requirements:**

- Must be at least 18 years old
- Must complete the application and screening and be able to pass a criminal background check
- Must be willing and able to make a long term commitment to mentoring (6 – 12 months, meeting with your mentee a minimum of 6 to 8 hours per month)
- Interested in working with young people
- Willing to adhere to all policies and procedures as set by FOCUSED Ministries, Inc.
- Be dependable and consistent in meeting the time commitments
- Attend initial training sessions, as determined by Mentoring Program Coordinator
- Attend mentor/mentee group events, support groups, and program recognition events, as determined by Mentoring Program Coordinator
- Regularly communicate with program staff/administration, submit activity reports (as determined by Mentor Program Coordinator), and take constructive feedback regarding mentoring activities and relationship development w/your mentee
- A good driving record with access to a dependable automobile with current auto insurance
- Not use illicit drugs, alcohol, or controlled substances
- Not be currently in or recently released from a treatment program for substance abuse
- Not smoke or use tobacco products
- Be a willing and active listener
- Be encouraging and supportive
- Be patient and flexible
- Be tolerant and respectful of individual differences
- Take the lead in supporting a young lady through an ongoing, one-to-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 in the mentee
- Help set short and long-term goals along w/strategies to accomplish them
- Communicate with your mentee in between face-to-face visits
- **Most important: Have fun together!**

*Thank you for showing your love and concern for the well being of the life of a young lady. We pray God's blessings upon your life for taking this step on her behalf.*

FOCUSED Ministries, Inc.

Visit our website at [www.focused-ministries.org](http://www.focused-ministries.org) for more information or to contact us.

7 July 15/tjb