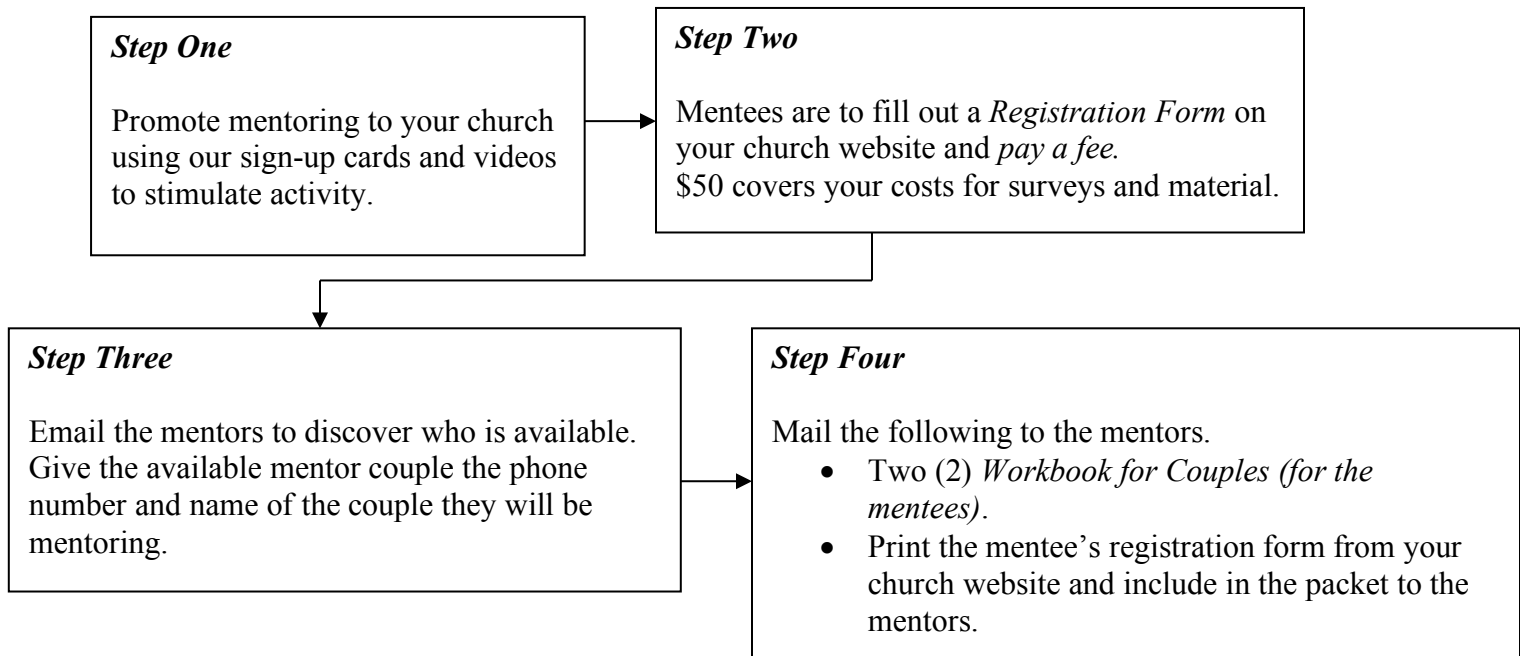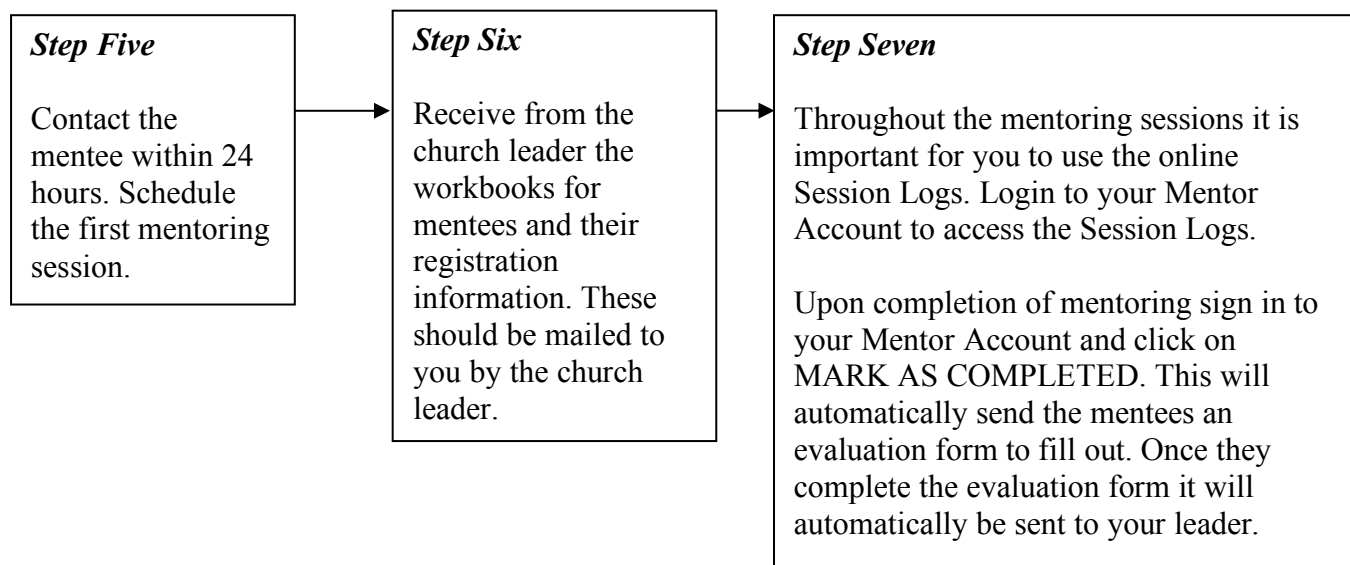# Marriage Mentoring Process

The Marriage Mentoring program is divided into two processes; the **church leader responsibilities** and the **mentor responsibilities**.

- The church leader will select an Administrator (a single point of contact) for all the mentoring needs. The Administrator will place all couples in need of mentoring with a mentor couple. It is critical that the Administrator understand the flow of operation in order for the mentoring process to be successful. It is our goal to ensure that your church has the knowledge and training to run the marriage program with quality and excellence.

- The Administrator will connect the mentee's to the mentors following the steps below.

CHURCH STAFF RESPONSIBILITIES:

Step One

Promote mentoring to your church using our sign-up cards and videos to stimulate activity.

Step Two

Mentees are to fill out a *Registration Form* on your church website and *pay a fee.*
$50 covers your costs for surveys and material.

Step Three

Email the mentors to discover who is available. Give the available mentor couple the phone number and name of the couple they will be mentoring.

Step Four

Mail the following to the mentors.
- Two (2) *Workbook for Couples (for the mentees)*.
- Print the mentee's registration form from your church website and include in the packet to the mentors.

MENTOR COUPLE RESPONSIBILITIES:

Step Five

Contact the mentee within 24 hours. Schedule the first mentoring session.

Step Six

Receive from the church leader the workbooks for mentees and their registration information. These should be mailed to you by the church leader.

Step Seven

Throughout the mentoring sessions it is important for you to use the online Session Logs. Login to your Mentor Account to access the Session Logs.

Upon completion of mentoring sign in to your Mentor Account and click on MARK AS COMPLETED. This will automatically send the mentees an evaluation form to fill out. Once they complete the evaluation form it will automatically be sent to your leader.

This is a simple overview of the process. It is important for the leader and the mentors to be in clear communication in order for the process to flow smoothly and efficiently.