

Dear Potential PRIME Mentor,

Thank you for considering the opportunity of mentoring one of our students during this very important season in their ministry preparation. This internship is invaluable to our students' education, and the PRIME experience is consistently cited by our graduates as one of their most significant preparatory experiences. We truly consider the mentors as partners with us in equipping our majors.

We don't take your experience and expertise lightly. For this reason, we have never attempted to micro-manage the PRIME experience, but have allowed mentors to structure the experience in consultation with the students, providing direction, modeling, critique, and affirmation, with a specific focus on the calling and needs of the individual student. The most successful mentors have intuitively met and gone beyond our expectations for this culminating experience. With that said, potential mentors often ask us to provide a curricular guideline for PRIME. The following list was designed for just this purpose, to let you know how you can assist students and help them achieve the maximum benefit from the PRIME internship.

Please know that your intern's faculty supervisor will be more than willing to communicate with you any time you have questions or concerns during this seven-month internship. Our policy is to step back and assume a behind the scenes role in the lives of our PRIME students. We are available to them and to you at any time for advice, input, or counsel, but we view the mentors as the primary educators during this significant time during the student's ministerial preparation.

General Expectations:

- ❖ Provide housing which affords the student some opportunity for privacy
- ❖ *Whenever possible*, provide a stipend or reimbursement for basic living expenses.
 - Rationale: PRIME students are expected to serve full-time in the ministry and are not allowed to seek outside employment. They are earning 14 credit hours, so they must continue to pay tuition, however, and some students are responsible for their own insurance or other personal expenses.
- ❖ Pray with and for the student; provide input into their spiritual formation when appropriate and possible
- ❖ Coach: Intentionally help them develop leadership skills
- ❖ Meet weekly for intentional leadership development, to discuss ministry philosophy and invite student questions, and to help the student recognize and develop growth goals and action steps
- ❖ Model what it looks like to be effective in ministry within the confines of a balanced Christian life
- ❖ Address issues of character as needed
- ❖ Assign significant areas of responsibility so students can hone their leadership abilities
- ❖ Observe them and provide constructive feedback
- ❖ Allow the student to participate in and observe all aspects of the leadership responsibilities associated with your position, as appropriate.
 - This may include leadership teams, agenda setting, budgeting, pastoral counseling and visits, constituency development, etc.
- ❖ Provide opportunity to observe leadership meetings at the highest level of the church or ministry, at least occasionally
- ❖ Allow them to experience and work through conflict in healthy ways; debriefing and advising in these situations
- ❖ Give them the opportunity to plan events or learning situations

- ❖ Provide opportunities to teach or lead and receive critique

Sincerely,
Huntington University Ministry and Missions Department Faculty