

MENTOR GUIDE



Foundations for Biblical Ministry Certificate Program

Table of Contents

Introduction	3
1.0 Foundations for Biblical Ministry Certificate Program	3
1.1 Program Learning Objectives	4
1.2 Mentoring in Artos Academy Certificate Programs.... ..	4
1.3 Learning Covenant	6
1.4 Access to Artos Academy.....	6
2.0 Mentor Resources	7
2.1 What Is Mentorship?	7
2.2 Mentor Roles and Responsibilities	9
2.3 Mentor Competencies (Skills and Practices)	9
2.4 Common Challenges and Solutions	13
2.5 Mentor Schedule/Task List	15

Introduction

Thank you for your willingness to participate as a mentor in Artos Academy Certificate Programs. Your role is crucial in shaping future ministry leaders, and your experience and guidance will be invaluable to your mentees. Mentoring in this program is not just about sharing knowledge; it's about fostering holistic growth, encouraging self-discovery, and providing a safe space for mentees to explore their potential.

This guide is designed to provide mentors with an introduction to mentoring and practical insights and tips to help them support their mentees effectively. Mentoring is a unique relationship, built on trust, respect, and mutual learning. As a mentor, you play a vital role in guiding others to achieve their personal and spiritual goals. You will help mentees reflect on their experiences, develop new skills, apply these skills to their ministry context, and navigate challenges.

This guide will describe the unique way in which mentoring will be carried out in the Foundations for Biblical Ministry Certificate Program, highlighting the role of the mentor, key mentoring skills, and best practices tailored to this specific context.

Whether you are new to mentoring or have years of experience, this guide will offer tools and approaches to strengthen your role. Thank you again for embarking on this rewarding journey to inspire and develop future ministry leaders.

1.0 Foundations for Biblical Ministry Certificate Program

The Foundations for Biblical Ministry Certificate is a program designed for the Christian who wants to grow in his or her faith and ministry. This program provides foundational knowledge for the aspiring ministry leader who desires the flexibility of a self-paced program, the encouragement of a learning community, and the accountability of a mentor.

Learners complete 16 self-paced online courses in three phases. Each course and phase builds on the previous to provide them with a scaffolded learning experience.

Study 1: Foundations of the Christian Faith

- Spiritual Life Basics
- Prayer Basics
- Bible Basics
- Bible Study Basics
- Old Testament Basics
- New Testament Basics
- Biblical Geography Basics

Study 2: Christian Faith in Context

- Theology Basics
- Apologetics Basics

- Foundations of Global Church History
- World Religions Basics
- Worldview Basics

Study 3: Practicing Biblical Leadership

- Biblical Leadership
- Shepherd Leadership
- Small Group Leadership
- Effective Public Speaking

1.1 Program Learning Objectives

Through completing this program learners will be able to:

- Develop the core spiritual practices that will allow them to grow in their faith and discipleship.
- Identify key strategies and resources for Bible study in order to develop a habit of Bible engagement.
- Explain the overarching structure and redemptive story of the Bible.
- Identify the core tenets of the Christian faith and articulate why they believe them.
- Recognize the historical diversity of the global church and its many expressions.
- Discover and develop their God-given calling.
- Describe the historical and theological diversity of the global church and locate their own faith tradition within that diversity.
- Evangelize and disciple others in a relational and culturally sensitive manner.
- Embody biblical leadership principles as they live out their calling at work and in their ministry practice.
- Effectively lead a small group or Bible study.

1.2 Mentoring In the Artos Academy Certificate Programs

Mentors in the Foundations for Biblical Ministry Certificate Program provide critical guidance, helping learners grow in their walk with the Lord and apply what they are learning. Given that many learners have had no formal biblical education, the mentor's role is essential for fostering confidence, promoting growth, and offering encouragement for the learner's self-paced journey.

In the Foundations for Biblical Ministry Certificate Program, learners are not only on a learning journey but are also on a journey of being disciplined in their relationship with Jesus Christ. This means that learners are not only learning the necessary content (e.g. theological knowledge) and practical skills (e.g. how to effectively study the Bible) to be effective in their ministry context but are also developing character and transforming their hearts and attitudes to become more Christ-like.

Learning in this program is not only about finishing a certain number of courses or completing activities successfully (even if these are important!). As a mentor, your role is to:

- Walk alongside your mentee, helping them develop and demonstrate their competencies, while also holding them accountable for their own personal growth as a Christian and ministry leader.
- Celebrate the knowledge and practices your mentee already brings from their ministry context, while guiding them to grow deeper in character, stronger in knowledge, and wiser in how to lead others in their spiritual journeys.
- Support your mentee in contextualizing their learning within their local community, providing meaningful feedback on the relevant issues they encounter daily in their ministry.

Learners are more likely to complete courses and programs successfully when they are mentored. Let's consider more of the benefits of mentorship. Even though it is possible to complete learning without mentors, learners are more likely to stay engaged and complete courses with the support of a mentor. Consider the following benefits of mentorship for mentees.

- **Achievement of development goals more effectively:** Mentors can offer practical advice and feedback on specific skills required for ministry, such as how to prepare impactful sermons for mentees' contexts or counsel people wisely. The mentor's constructive critique and suggestions for improvement will help mentees refine their abilities and become more effective in their ministry roles. This assistance keeps mentees focused on their goals, provides encouragement during challenging times, and maintains their motivation.
- **Motivation and accountability for personal and spiritual growth:** Mentors can help deepen mentees' faith and knowledge of God. By assisting them to grow in their understanding of theological concepts, mentors also enhance mentees' readiness for ministry roles. Regular interactions with a mentor help learners to be accountable for their daily habits, emotional or mental health and their walk with God.
- **Assistance with applying learning in specific ministry contexts:** Mentors' hard-earned experience (including overcoming failures and enjoying successes) can help mentees make informed decisions and avoid common pitfalls. Having a mentor who understands a mentee's contextual realities (e.g. daily experiences and the norms of their community) will help mentees to apply what they learn from this program meaningfully in their ministry context.
- **Access to a broader ministry network or community:** Mentors can introduce mentees to broader networks of ministry leaders with whom they could collaborate and solve problems in their communities. Having a broader network of ministry leaders can also help mentees feel supported and can offer resources for further development in ministry leadership.

1.3 Learning Covenant

When learners register for the Foundations for Biblical Ministry Certificate Program, they are asked to commit to the following Learning Covenant.

I agree to the following learning covenant with God, my mentor, and Artos Academy.

- I will commit to building a respectful and meaningful relationship with my mentor. I will be open to his/her feedback, advice, and wisdom and actively work on implementing them. I will respect his/her time, knowledge, and expertise and seek his/her guidance throughout the program.
- I will take full responsibility for my learning and growth. I will complete all learning activities in each course to the best of my ability. I will come prepared to each meeting with my mentor.
- I will approach this program with an open mind, willing to learn from instructors and fellow learners—even when their perspectives differ from my own.
- I will work to develop practices, skills, and habits that will allow me to grow in my spiritual journey and prepare me to lead and disciple others.
- I will implement the action plans I create in each course in my own life and in my faith community.

As a mentor, your role is to help your mentee fully live into this covenant.

1.4 Access to Artos Academy

Learners in the Foundations for Biblical Ministry program are required to have a Premium subscription to Artos Academy. Mentors are not required to subscribe, but we highly recommend that you consider [subscribing](#) so that you can review the course content along with your mentee.

2.0 Mentor Resources

The resources below are provided as tools to help you with various aspects of the mentoring journey. We hope you will use any or all of these resources in a way that best meets your needs, returning to them as often as you see fit throughout your mentoring relationship.

2.1 What Is Mentorship?

Being mentored or mentoring others may well be familiar to you. You have likely mentored someone in your personal or ministry capacity, such as advising a younger family member or coaching someone in a sport. Mentoring usually refers to relationships between people, involving a more experienced individual sharing their knowledge and skills with a less experienced individual. In this program, we recognize that experienced ministry leaders, who have walked a journey with God and others, have valuable insights to share with emerging ministry leaders. We also recognize that the benefit is not only in one direction. Mentors also learn through the relationship as they reflect and gain from the lessons of emerging leaders.

2.1.1 Defining mentorship

Mentoring is a relationship-based process where a more experienced individual supports the personal and professional growth of a mentee through guidance, dialogue, and structured learning. At its core, mentoring is a two-way conversation, built on trust, vulnerability, confidentiality, and mutual respect. A good mentor knows when to listen and when to offer advice, creating an environment where the mentee feels free to communicate without fear. This relationship is key to effective mentoring, as it fosters open dialogue and encourages self-discovery.

In addition to providing advice and knowledge, mentoring involves setting specific goals and monitoring progress to ensure development. The mentor acts as a facilitator, helping mentees build the knowledge, skills, and confidence needed to reach their goals. While mentoring offers structured support, it is not about imposing authority but about encouraging growth through collaboration and mutual respect.

Within the Bible Journey Certificate Program, a mentor forms part of the learner's faith community. Theological insight works hand in hand with practical skills and spiritual development throughout the program. Learners' studies are a spiritual discipline that supports their faith development, and mentors support holistically in facilitating that development.

2.1.2 Biblical principles underpinning mentorship

The Bible teaches that mentorship can help people to become more effective in what they do, just as "iron sharpens iron" (Proverbs 27:27). Mentoring has a strong biblical foundation, rooted in the principle of passing on wisdom and guidance from one generation to the next. This relationship is important because it reflects the biblical principles of sharing and passing on what we have received to others (2 Timothy 2:2;

Philippians 4:9) for the sake of the gospel and the advancement of God's kingdom. In other words, mentoring allows what a mentor has learned to spread and influence others, helping to extend the impact of what has been invested in them.

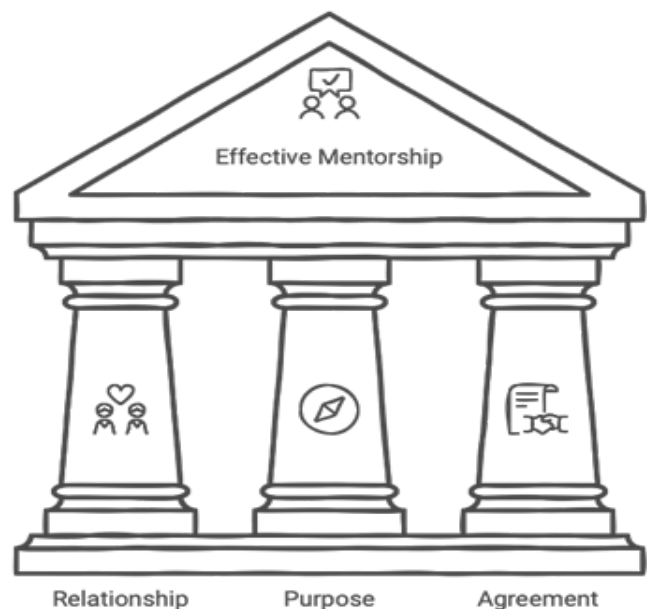
The ultimate goal of mentorship within a learning program focused on the person and work of Jesus Christ is to ensure that the knowledge and wisdom received reaches others and continues to grow as learners join God on mission.

Jesus' example from the New Testament illustrates the principle of mentorship as He invested in the lives of a few disciples, preparing them for ministry (Mark 3:14). He then sent them, in turn, to invest in the lives of others (Matthew 28:19–20), making disciples of all nations.

2.1.3 Features of mentorship

Mentoring is different from casual relationships in that it is intentional, structured, and goal oriented. While casual relationships may involve the sharing of advice or support, mentoring is focused on guiding the mentee's personal and spiritual development. It requires a commitment of time, energy, and emotional investment from both parties, and is built on trust, respect, and mutual responsibility. Mentoring involves setting clear goals and expectations, fostering growth through encouragement and constructive feedback, and helping the mentee navigate challenges with confidence and insight. Let's look at some key features that define an effective mentoring relationship.

- **A healthy relationship** is the foundation of mentoring. Mentorship is relationship-based. This means that mentorship is characterized by respect, encouragement, honest conversations, the giving of constructive critique and recommendations, the sharing of ideas, and support. Mentorship, therefore, requires the investment of time, energy, and emotion from mentors and mentees.
- **A clear purpose** that aids the mentee's growth—this is to develop the knowledge and skills of the mentee. In the case of mentoring aspiring ministry leaders, the mentor will help mentees grow spiritually in their relationship and understanding of God, as well as develop the knowledge and skills needed for effective Christian ministry.
- **Agreed conditions for mentorship** so that each person knows their roles and responsibilities. For mentors to transfer knowledge and skills to mentees, both mentors and mentees need to understand their roles and fulfil their responsibilities. Later in this guide, your role and responsibilities as a mentor will be explained.



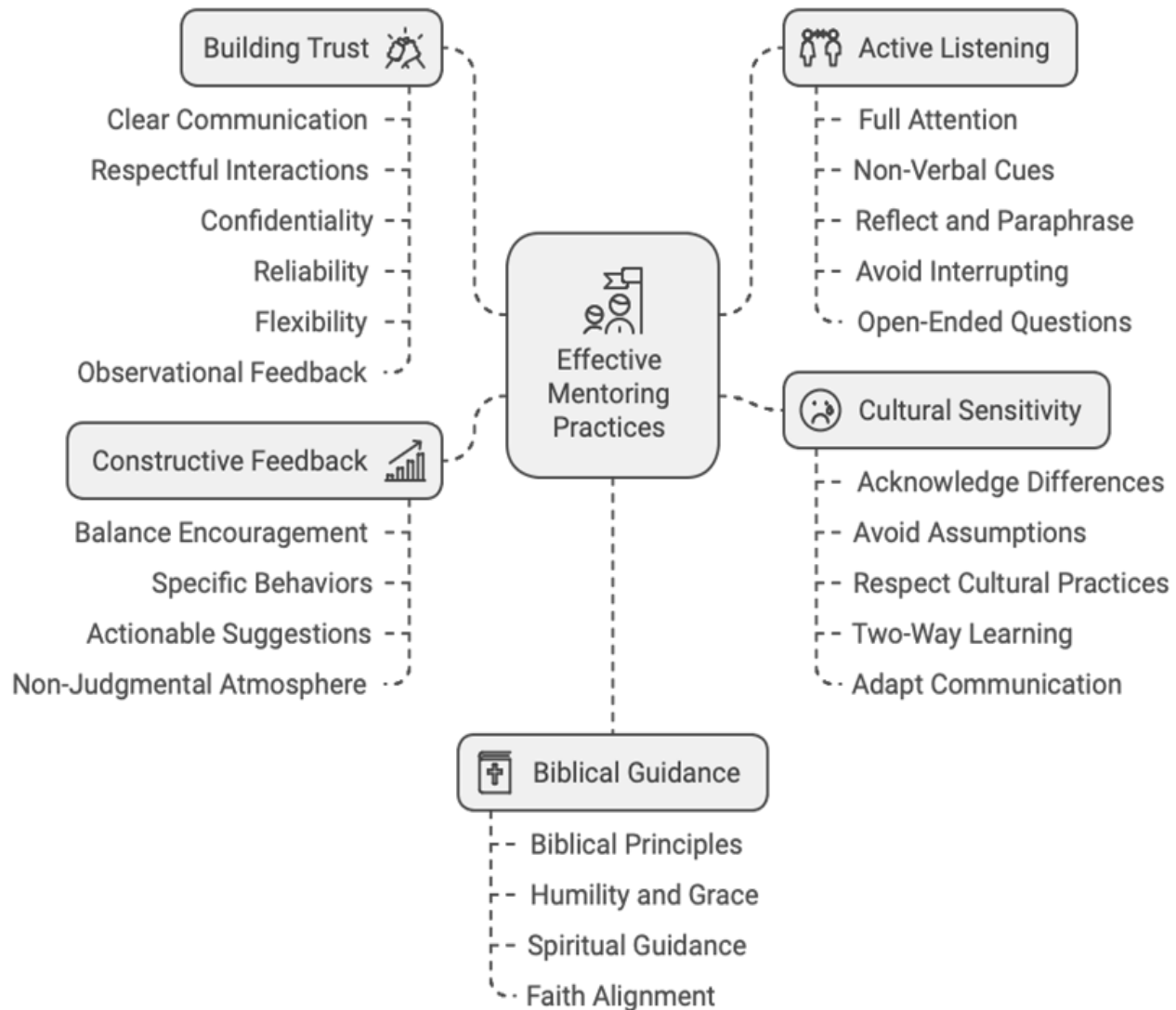
2.2 Mentor Roles and Responsibilities

When you agree to be a mentor, it will be important for you to consider your ability to fulfill the role effectively. Later in this guide we will recommend a general meeting cadence and mentors and mentees should agree to a regular habit of communication and meeting to achieve the goals and responsibilities of mentorship. These responsibilities include the following:

- Praying for mentees, asking for God's guidance, strength, and wisdom for their learning journeys
- Giving mentees biblical advice for spiritual growth and maturing their relationship with God and their ability to know God's will
- Guiding mentees to make decisions and take actions that align with biblical principles
- Holding mentees accountable for their personal and ministry conduct
- Encouraging mentees in their faith and learning journeys, affirming their strengths and offering constructive feedback and support to help them overcome their weaknesses and other challenges
- Sharing practical knowledge and experience related to ministry and spiritual growth
- Being a good listener to help mentees cope with stress and personal struggles
- Modelling Christ-like behavior to mentees, thereby demonstrating integrity, humility and love
- Giving mentees honest feedback and constructive critique of areas in their lives and ministries that require development
- Assisting mentees in applying their learning directly to their personal and ministry contexts, ensuring that theoretical knowledge translates.

2.3 Mentor Competencies (Skills and Practices)

Mentor competencies are the essential skills and qualities that enable mentors to guide, support, and inspire their mentees effectively. These competencies not only help build a strong mentoring relationship but also promote the personal and professional growth of both the mentor and mentee. From establishing trust to offering constructive feedback, mastering these skills ensures that mentors can create a positive and impactful learning environment. By focusing on key areas such as active listening, cultural sensitivity, and effective communication, mentors can provide meaningful guidance that empowers mentees to reach their full potential. Not any one person can fulfill all of these for the learner, but we hope to "surround" learners with mentoring as they navigate through the program, encompassing these skills below:



2.3.1 Establishing trust and rapport with mentees

Establishing trust and rapport is foundational for any mentoring relationship. Trust can be built through active listening, maintaining confidentiality, and consistent, reliable communication. A mentor should create a safe environment where the mentee feels comfortable sharing their thoughts and challenges. Respecting the mentee's unique experiences and maintaining openness helps foster a relationship of mutual respect and understanding, essential for growth. Building trust in a mentoring relationship requires intentional actions and consistent behavior. Here are key steps mentors can follow to establish a foundation of trust with their mentees:

- **Use clear and honest communication:** Speak plainly and directly with your mentee to avoid misunderstandings. Be open and transparent about your expectations and intentions from the outset. For example, do you have 30 minutes or one hour available per week, what types of questions can you answer, and how will you communicate?
- **Demonstrate respect in all interactions:** Show respect for your mentee's opinions and experiences. Listening attentively and responding thoughtfully is key to building a respectful relationship. For example, be available at the times that you say you will be available.

- **Maintain confidentiality:** Assure your mentee that your conversations will remain private. This includes setting boundaries on what information can be shared and ensuring integrity in keeping those boundaries.
- **Be reliable and consistent:** Keep your promises and be consistent in your actions. Regularly meeting and following through on commitments builds trust over time.
- **Show flexibility and accessibility:** Find times to be available that fit your schedule and the schedule of your mentee.
- **Base feedback on first-hand observation:** Provide constructive feedback from your personal experiences and what you have observed directly. This increases credibility and fosters trust. For example, share your own examples of miscommunication or misinterpretation of Scripture, and how you addressed it.

2.3.2 Active listening and effective communication techniques

Active listening involves more than just hearing; it requires giving undivided attention, using non-verbal cues, and reflecting on what the mentee has said to show understanding. Effective communication also includes asking probing questions that help mentees clarify their thoughts and ensuring that feedback is constructive and specific. These skills not only validate the mentee's feelings but also encourage deeper reflection and self-awareness.

Here are some keys to practicing active listening effectively:

- **Give full attention:** Focus entirely on what the mentee is saying without distractions when possible.
- **Use non-verbal cues:** Show engagement by nodding, maintaining eye contact, and using encouraging body language.
(When using email, text, or other written communication, pay attention to changes in tone and style of communication. This is especially important when communicating in a second language. It is common to read the wrong tone into text, but changes in tone between texts can be more reliable. For example, if a mentee changes the way they address you, from more formal to less formal, this could indicate a deepening of the relationship. If they switch from long replies to single words, this could indicate stress, busyness, or frustration, depending on the context.)
- **Reflect and paraphrase:** Repeat key points or summarize what the mentee has said to demonstrate understanding.
- **Avoid interrupting:** Let the mentee finish their thoughts before responding.
- **Ask open-ended questions:** Encourage further discussion and deeper exploration of the topic by asking questions that cannot be answered with a simple yes or no.

2.3.3 Providing constructive feedback

Providing constructive feedback involves balancing encouragement with areas for improvement. It should be clear, actionable, and tied to the mentee's goals. Instead

of general criticism, feedback should focus on specific behaviors and offer concrete suggestions for growth. It's crucial to create a non-judgmental atmosphere where feedback is seen as a tool for learning rather than criticism.

- **Balanced encouragement:** Acknowledge both areas of strength and areas for improvement.
- **Specific behaviors:** Refer to specific behaviors wherever possible, rather than general principles.
- **Actionable suggestions:** Work with your mentee to arrive at actions they can implement in response to any feedback you have.
- **Non-judgmental atmosphere:** Maintain a relationship that communicates support for your mentee as an individual, even when you are correcting them.

2.3.4 Providing biblically sound guidance and feedback

Guidance should align with biblical principles, offering wisdom rooted in Scripture. A mentor should reflect biblical values such as humility, grace, and encouragement while ensuring the advice given is spiritually grounded. This involves integrating biblical truth into discussions and helping mentees align their life decisions with their faith, fostering growth toward Christlikeness.

- **Biblical principles:** Seek to ensure that all guidance is aligned with the Bible, drawing from biblical teachings to provide wisdom that honors God.
- **Humility and grace:** Follow Christ's example of humility, acknowledging that both mentor and mentee are growing. Mentor with grace in all interactions, reflecting His love and understanding.
- **Spiritual guidance:** Provide advice that deepens the mentee's relationship with God and encourages love for His creation.
- **Faith alignment:** Encourage the mentee to align their personal and professional decisions with their faith, supporting spiritual growth and development in their journey toward Christlikeness.

2.3.5 Cultural sensitivity

Cultural sensitivity means being aware of and respecting the mentee's cultural background, values, and perspectives. Mentors should avoid assumptions and show openness to learning from the mentee's experiences. A sensitive mentor encourages a two-way learning process and ensures that differences in culture do not create barriers but become points of enrichment in the mentoring relationship. Here are key points to keep in mind for fostering cultural sensitivity:

- **Acknowledge differences:** Be aware of and openly discuss cultural differences between yourself and your mentee, even if they are small. This will help them to be aware of the differences between themselves and the people they lead.
- **Avoid assumptions:** Don't make assumptions based on cultural stereotypes or preconceived notions. For example, somebody who has grown up in the same church as you might not share all your views on appropriate communication or gender roles.

- **Show respect for cultural practices:** Be respectful of the mentee's traditions, values, and viewpoints that differ from your own. Especially where there is an issue of conscience, like Paul's example of eating meat that has been offered to idols (1 Corinthians 8:13).
- **Promote two-way learning:** Be open to learning from the mentee's experiences while sharing your own.
- **Adapt communication:** Recognize that backgrounds may affect communication styles and adjust accordingly to ensure clarity and understanding.

2.4 Common Challenges and Solutions

Three of the most common challenges that both mentors and mentees face are time management, connecting learning to the ministry context, and communication struggles. For example, it is not uncommon for mentors to lose track of time while communicating with mentees, and to then put pressure on other areas of their own life and ministry. Planning priorities and making specific times available to respond to mentee messages can sometimes alleviate this.

Communication struggles can also affect both mentors and mentees and can impact the mentor relationship. Misunderstandings, feedback that is not taken positively, or differing expectations can impact both the mentor relationship as well as other personal and ministry relationships. For example, it can be frustrating to both mentor and mentee if they have different expectations of how quickly messages should be responded to, and how available a mentor will be.

While the following advice is directed at the support of mentees, many of the items can be as beneficial for mentors who are also managing multiple priorities and relationships.

2.4.1 Time management

Mentorship can play a crucial role in developing effective time management skills. For example, mentees often face challenges in balancing responsibilities, setting priorities, and meeting deadlines. This is especially true when they have a busy ministry schedule, a family, and coursework. A mentor can provide guidance, share strategies, and offer accountability, helping mentees navigate these complexities. By fostering a structured approach to time management (e.g. creating a weekly schedule), mentors empower their mentees to enhance productivity, reduce stress, and achieve personal and professional goals. This supportive relationship cultivates essential skills that benefit mentees throughout their careers.

How to support mentee time management

- **Set clear goals:** Help define short-term and long-term objectives.
- **Create a schedule:** Guide in developing a daily or weekly plan that sets specific time aside for completing their course work.

- **Prioritize tasks:** Teach a simple method for prioritizing tasks into those that are urgent, important, or can be delayed or delegated (e.g. the Eisenhower Matrix).
- **Establish deadlines:** Encourage setting realistic deadlines for tasks. Since the courses are self-paced, learners should decide how long they expect tasks to take and plan activity completion to fit with their life and ministry schedule.
- **Encourage breaks:** Suggest taking regular short breaks during focused work sessions to maintain productivity (e.g. suggest using the Pomodoro Technique).
- **Review progress:** Schedule regular check-ins to assess progress.
- **Model behavior:** Demonstrate effective time management in your own life.
- **Foster accountability:** Encourage the mentee to share their goals with you for accountability.

2.4.2 Connecting content to context

Connecting content to context is vital for effective learning and retention. When learners understand how theoretical concepts apply to real-world situations, they are more likely to engage with the material and retain information. This connection enhances critical thinking, fosters deeper understanding, and encourages learners to apply their knowledge in practical scenarios.

Whenever you can, support in bridging this gap, guiding mentees to see the relevance of their studies and experiences in broader contexts.

How to support mentee understanding of content in context

- **Encourage real-world applications:** Help mentees identify how concepts relate to their personal lives and ministry context.
- **Promote problem-solving:** Support mentees in solving real-life problems using the concepts learned.
- **Encourage reflection:** Ask mentees to reflect on how their learning connects to their goals and experiences.
- **Integrate current events:** As you become aware of relevant local and global news, support in relating learning material to current events or trends that affect the community or ministry.
- **Connect with other experienced leaders:** Facilitate natural connections with other local leaders who can share real-world experiences.
- **Share lessons learned:** Share personal examples, videos, podcasts, or articles that you have found helpful in your own application of the subject matter to their context.

2.4.3 Communication issues

Communication issues can significantly hinder personal and professional growth. Misunderstandings, lack of clarity, and ineffective dialogue can lead to frustration, decreased productivity, and strained relationships. For ministry leaders, good communication skills are essential for building trust, ensuring clear vision and direction, and fostering unity within their communities, ministries, or other collaborative groups. For mentees, navigating these challenges is crucial for their development.

Mentors can help by providing strategies to enhance communication skills, fostering an environment where open dialogue is encouraged, and modeling effective communication techniques. By addressing these issues, mentors empower mentees to express themselves clearly and confidently, ultimately leading to better collaboration and success.

How to support mentees in overcoming communication issues

- **Encourage active listening:** Model the importance of listening, or reading, fully before responding. This will include asking clarifying questions.
- **Provide feedback:** Guide them in reflecting on their communication experiences and offer constructive feedback on their style and effectiveness.
- **Promote clarity:** Help mentees learn to articulate their thoughts clearly and concisely in personal conversations, ministry tasks, and course activities.
- **Discuss non-verbal cues:** Model the significance of style and tone in communication, especially when using email or text messages. Emphasize how word choice, punctuation, and tone of voice can impact understanding and relationship building.
- **Foster open dialogue:** Create a safe space for mentees to express concerns or ask questions, which also helps them foster more open dialogue in their personal, ministry, and professional relationships.
- **Coach conflict resolution:** Share techniques for resolving misunderstandings amicably, such as encouraging open dialogue during ministry meetings, clarifying roles and responsibilities in collaborative tasks, and using empathetic listening when addressing conflicts.
- **Encourage empathy:** Help mentees understand perspectives different from their own.
- **Model effective communication:** Demonstrate good practices in your own interactions with them.

2.5 Mentor Schedule/Task List

Each course consists of five to ten lessons completed according to the learner's own pace and schedule. As a mentor, you will establish and maintain a relationship with your mentee before he/she begins the first course, and you will continue the

relationship through future courses. **We recommend you meet with your mentee three times during each course.** Here is an outline of what to cover for your mentee during each course:

Phase	Mentor tasks
Prior to beginning the first course	Meeting #1 • Build a relationship (first course only) ◦ Mentor/Mentee Introductions ◦ Overall goals for the program ◦ Review Mentor Guide – set expectations ◦ Review mentees goals for the program • Discuss goals for the course • Schedule meetings for mid-course and end of course
Mid-Course	Meeting #2 • Pray for the mentee. • Discuss course progress. • Review progress toward goals. • Discuss any struggles the mentee is having in applying course content to their context
End of the course	Meeting #3 • Review the goals set at the outset of the course and discuss the degree to which the mentee has achieved them. • Talk about specific ways the course has affected the mentee’s thinking, theology, and/or ministry. • Discuss the mentee’s plans for beginning the next course and schedule your pre-course meeting for the next course, if possible

You will repeat this cadence of communication throughout the duration of your mentee’s program.