

Licensing Ordination & Consecration Council (LO&CC)

Mentor Job Description

Adopted March, 2009

Introduction

The purpose of this Job Description is to aid the LO&CC member in understanding and accomplishing the responsibilities of this important District Ministry. Two sections are included:

- 1) RMD Vision and Procedures for the LO&CC and
- 2) Governing Documents and Systems Utilized

1) **RMD Vision and Procedures for the LO&CC** Thanks for serving in this important District ministry. Our objective is to mentor our newly licensed workers so well that our reputation becomes known as THE place for new workers to serve. Young workers, in particular, highly value one-on-one mentoring. So, as we pour into them we will have an even easier time recruiting their peers.

- a) Each Mentor oversees about 5 Ordinands/Consecrands/MSP/or college students (Referred to 'Workers'). Each is tracked by their mentor through the process via a combination of face to face interaction and feedback on assignments. Each piece of work the Worker completes is turned in to the mentor and copied to the RMD Office Secretary; the mentor gives feedback on the work using grading rubrics. If the grade is acceptable to both, then the work is submitted by the Mentor to the RMD Office Secretary who logs it into their file as completed. This is not a complicated process and can all be done electronically via email. The main point, again, is to grow the Worker in life and ministry. Do understand that this growth is facilitated best within an intentional relationship with the Worker.
- b) The LO&CC convenes twice a year in Billings. One gathering is the LOCC School typically in March and the other is a fall meeting typically in November. In addition we typically do about 4 conference calls per year. Two are spaced equidistant between the meetings, one in December for the issuance of licenses and a January call as necessary to deal with Probation issues. Expenses for these responsibilities are covered by the District Operating Budget.
- c) The Mentor is responsible to keep progress records current. A form for this purpose [see example on the resource page linked below] is maintained by the RMD Office Secretary. When a Mentor concludes his time on the LO&CC he is responsible to confirm with each Student and the RMD Office Secretary that the Progress Record is up to date and complete. If he holds any ungraded work, this too is to be turned in to the Office Secretary.

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- 2) **Governing Documents & Procedures:** (Documents are available on the District Web page by clicking the link below). The LO&CC Mentor must have a good working knowledge of:
- a) Sections E3 through E6 of the C&MA Manual “Uniform Policy on Licensing, Ordination, Consecration, & Certification”.
 - b) “Guidelines for the Ordination/Consecration Mentor” found in the Church Ministries Policy and Procedure Manual.
 - c) District Bylaws: Section 5 Licensing, Ordination, Consecration Committee:
 - 1. In addition to the District Superintendent there shall be minimum of six and maximum of eight serving on the District License, Ordination and Consecration Council. DEXCOM shall appoint 3 or 4 members in non-Council years for a 4 year term. The District Superintendent shall serve as, or appoint, a moderator. [Currently Gary Burdick has been appointed Moderator of the LO&CC.]
 - d) Rocky Mountain District of C&MA Requirements for Ordination/Consecration
 - e) Progress Report Form
 - f) Guidelines for papers
 - g) Grading Rubrics on Book Reports, Papers and Sermons.
 - h) Procedures: It is recommended that all work be completed, graded, and filed electronically for efficiency. This is not required. If you need help in understanding the means for this, the LOCC Moderator is glad to assist you.

Click here to get to our resource page: [LOCC Resources](#)