



MENTORING HANDBOOK

FOR STUDENTS AND MENTORS

Steps to follow if you are a STUDENT

1. **Read through this whole handbook now.**
2. **Prayerfully determine who might be an appropriate mentor to encourage you in the area of character/spiritual growth.** You may not choose someone related to you or your direct supervisor/employer. This person needs to be an objective voice/listener in your life. They must also utilize email.
3. **Discuss your mentoring requirements with your prospective mentor** and seek their agreement.
4. **Contact the Director of Mentoring, Dr. Chip Moody at cmoody@ps.edu before the end of the third week of your first semester of classes.** We will help you find a mentor or will get contact information for the person you have asked. All new mentors must be approved by the Dean of Students.
5. **Once your mentor has been approved by the Dean of Students, begin a minimum meeting schedule of monthly face-to-face meetings.** You, the student must initiate these monthly meetings. Your mentor may require additional meetings as they see fit.
6. **Your first task is to work with your mentor to develop your Personal Development Plan (PDP) as described on page 6 of this handbook.** Complete it no later than your second mentoring meeting.
7. **Begin working your PDP under the guidance of your mentor during your scheduled meetings**

*Students are required to communicate with the Mentoring Department before Open Registration for the subsequent semester. (Fall=Oct. 2nd, Spring=Mar. 1st) Failure to do so will result in a registration hold.

Steps to follow if you are a MENTOR

1. **First, please accept our thanks for giving your time and energy to mentor one of our students!**
2. **Complete a *Mentor Profile* (provided to you vial e-mail), including a Disclosure and Release Authorization for a basic background check.** As soon as we have your contact information we will e-mail you a link to an online form. All new mentors must be approved by the Dean of Students.
3. **Familiarize yourself with the contents of this handbook. You need** a general understanding of what is expected of you as a mentor.
4. **Expect to hear from your student in order to establish a meeting schedule.** The student is responsible for setting up once-a-month (at a minimum) mentoring meetings. If you don't hear from your student, please let us know at cmoody@ps.edu or 602.429.4919.
5. **Your student is to do the work on the Personal Development Plan** with you acting only as a coach and guide, suggesting character growth areas as you think necessary.
6. **As a mentor in the area of character, it is important that you offer accountability** by asking hard, searching questions. Stimulate and challenge your student's thinking and behaviors with respect to godliness as informed by Scripture.
7. **Respond to our request to complete an evaluation of your student's progress with personal character goals.** Your student's seminary progress is assessed by the faculty periodically during their degree program. Your input comprises a large part of that assessment, so it is important that you meet regularly and establish a close relationship with your student in order to have substantial written input.

WELCOME TO THE PHOENIX SEMINARY MENTORING PROGRAM

**The purpose of Mentoring at Phoenix Seminary
is to stimulate students to progressively embody the character of Christ
and a life that evidences mature Christian discipleship.**

Whether you are a mentor or a student, your participation in the Mentoring Program will have a lasting impact on your life. This impact exists because:

- For you as a student, personal mentoring under this program is an essential and required part of your seminary experience. We do not experience healthy growth in isolation; we do not flourish when we are not accountable.
- Also as a student, your mentoring relationship will cause you to focus on your character—your ethics, morals, and personal integrity.
- With assistance, accountability, and coaching from someone more mature than yourself, you the student can learn to live what you are learning in the classroom and become someone fit for ministry beyond mere academics.
- As a mentor, you will be a trusted, gracious, yet honest, friend who will give accountability and encouragement during a certain duration of your student's Seminary education. Our mentors all say that they, too, matured through this mentoring process.

I am honored to walk alongside and equip our students and mentors in this process.

Soli Deo Gloria,



Dr. Chip Moody
Dean of Students

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MENTORING PROGRAM GUIDE

Phoenix Seminary Educational Values

Phoenix Seminary seeks to promote personal and spiritual growth in accordance with the following educational values:

Character Development through Mentoring

We believe godly character is paramount for successful Christian ministry. Therefore, we will provide mentoring relationships that encourage personal integrity and Christ-like character. This is disciple formation in its purest form.

Theological Understanding through Biblical Studies

We believe the Word of God is foundational to life and ministry. Therefore, we will provide education that stimulates increasing love, respect, and submission to the Word of God as well as accurate and appropriate handling of the Scriptures.

Ministry Skills through Practice

We believe ministry skills are formed in the classroom and in the actual practice of ministry when accompanied by the counsel of experienced ministry leaders. Therefore we will provide the biblical/theological education for students as a core resource for students. The ministry supervisor provides counsel, leadership, correction and accountability for the student.

NOTE that Mentoring is about the first value above: *Character Development*

Aspirations for our Students

The Seminary desires to graduate students who have had moral, ethical and spiritual education, not simply academic. As part of their mentoring relationship, a student develops a *Personal Development Plan* with their mentor. The objectives they set in this plan reflect the priorities of the character development outcomes for the Aspirations for a Student in the **Student Handbook** (which can be found on the website under Forms and Documents). Through trusted mentoring relationships, students are accountable for progress with their character goals.

Those Aspirations are articulated this way:

In the area of Character Development, each graduate will:

1. Exhibit growing love and accountability to God and the Body of Christ.
2. Show Christ-like character and personal integrity.
3. Evidence strong moral and ethical standards in both personal and professional relationships and duties.
4. Demonstrate mental and emotional health.

Who is required to have a mentoring relationship?

A mentoring relationship is required for all MDiv and MA students

- MDiv – Until completion of 60 credit hours *and* passing of the 30 and 60-Hour Faculty Review¹
- MAC – Until completion of 60 credit hours *and* passing the 30 and 60-Hour Faculty Review
- MAM – Until completion of 30 credit hours *and* passing of the 30-Hour Faculty Review²
- MABTS – Until completion of 30 credit hours *and* passing of the 30-Hour Faculty Review³

Students and mentors may choose to continue meeting beyond Mentoring Program requirements.

How are students monitored and assessed in this area?

Mentors are surveyed about their students as they are approaching the date of their Periodic Faculty Review. The mentor's evaluation of the student's progress will be critical input in this review process when the student completes:

- 30 and 60 credit hours for MAC. and MDiv
- 30 credit hours for MAM and MABTS

Does Mentoring show up on the student's transcript?

Transcription of mentoring requirements will be indicated by passing the Periodic Faculty Review. A grade of *Unconditional Pass* or *Pass With Concern* will result in a grade of "S" (Satisfactory) on a student's transcript. A grade of *Remediation Required* will result in a grade of "U" (Unsatisfactory) until the student completes a remediation plan proposed by the faculty and administered by the Dean of Students in consultation with the mentor. A grade of *Fail* means the student is under suspension and will be prohibited from proceeding toward their degree.

Transcription will be as follows:

- CD 530—30-hour Faculty Review for MA, MABTS and MDiv students
- CD 560—60-hour Faculty Review for MAC. and MDiv. students

Questions?

Contact Dr. Chip Moody at 602.429.4919 or cmoody@ps.edu

¹ Transfer students or students taking P.S. classes online outside of Arizona are required to complete mentoring for 60 hours while enrolled in **on-campus** classes at Phoenix Seminary or until they graduate, whichever comes first. Students enrolled in Advanced Placement MDiv are required to complete mentoring for 60 hours while enrolled in **on-campus** classes at Phoenix Seminary or until they graduate, whichever comes first. Students with more than 24 hours of online or transfer credits will be evaluated by Faculty only at the 60-hour review.

² Students taking PS classes online outside of Arizona are required to complete mentoring for 30 hours while enrolled in **on-campus** classes at Phoenix Seminary or until they graduate, whichever comes first. Students will be evaluated at a Faculty Review after they have completed 30 hours of on-campus classes

³ This requirement does not apply to those completing the entirety of the program online.

MENTORING OBJECTIVES RELATED TO DEGREE PROGRAM STUDENT LEARNING OUTCOMES

In order to measure the success of each degree program, PS has defined the following as the intended outcomes of the student learning process. Each course contributes to these overall degree program outcomes.

| Master of Divinity Student Learning Outcomes | Rubric ➤ Strong ➤ Moderate ➤ Minimal ➤ None | Mini-Justification |
|--|--|--|
| MDiv Core | | |
| 1. Know and apply Scripture using proper hermeneutical principles. | Moderate | <ul style="list-style-type: none"> • Knowledge and application of Scripture should inform godly character. • The Personal Development Plan included in the mentoring requirement may include application of Scripture. |
| 2. Articulate sound doctrine according to historic Christian orthodoxy. | Moderate | Knowledge of theology should inform godly character and takes place in all theology courses and is incorporated in other courses. |
| 3. Explain how to shepherd people with biblical wisdom, compassion and justice. | Moderate | As a student is mentored, they may learn shepherding by example. |
| 4. Demonstrate healthy relationships with God and neighbor. | Strong | Through the mentoring relationship, including the Personal Development Plan, students' character grows and is strengthened. This has a direct effect on relationship with God and neighbor. |

| MA in Biblical & Theological Studies Student Learning Outcomes | Rubric ➤ Strong ➤ Moderate ➤ Minimal ➤ None | Mini-Justification |
|--|--|---|
| 1. Know and apply Scripture using proper hermeneutical principles. | Moderate | <ul style="list-style-type: none"> • Knowledge of Scripture and theological principles should inform godly character. • The Personal Development Plan included in the mentoring requirement may include application of Scripture. |
| 2. Articulate sound doctrine according to historic Christian orthodoxy. | Moderate | Knowledge of theology should inform godly character and takes place in all theology courses and is incorporated in other courses. |
| 3. Demonstrate competency in research skills for academic study of the Scriptures and Christian theology | None | |

| MA in Counseling Student Learning Outcomes | Rubric ➤ Strong ➤ Moderate ➤ Minimal ➤ None | Mini-Justification |
|--|--|--|
| 1. Understand Scripture according to Christian orthodoxy. | Moderate | <ul style="list-style-type: none"> • Knowledge and application of Scripture, as well as theological principles, should inform godly character. This takes place in BL508, BL509 and TH500. It is also integrated in various counseling courses. |
| 2. Articulate fundamental counseling theories, techniques and research. | None | |
| 3. Apply counseling interventions with skill and compassion. | None | |
| 4. Produce scholarly work utilizing current research. | None | |
| 5. Demonstrate healthy relationships with God and others. | Strong | Through the mentoring relationship, including the Personal Development Plan, students' character grows and is strengthened. This has a direct effect on relationship with God and neighbor. |

| MA in Ministry Student Learning Outcomes | Rubric ➤ Strong ➤ Moderate ➤ Minimal ➤ None | Mini-Justification |
|--|--|--|
| 1. Know and apply Scripture using proper hermeneutical principles. | Moderate | <ul style="list-style-type: none"> • Knowledge and application of Scripture should inform godly character and takes place in most courses. • The Personal Development Plan included in the mentoring requirement may include application of Scripture. |
| 2. Articulate sound doctrine according to historic Christian orthodoxy. | None | Knowledge of theology should inform godly character and takes place in all theology courses and is incorporated in other courses. |
| 3. Demonstrate knowledge and basic competency in a ministry setting | None | |
| 4. Demonstrate healthy relationships with God and neighbor. | Strong | Through the mentoring relationship, including the Personal Development Plan, students' character grows and is strengthened. This has a direct effect on relationship with God and neighbor. |

How do I develop a Personal Development Plan (PDP)?

1. In this handbook is a blank PDP form as well as a completed example. Refer to them now as you review the following items.
2. Be a truth-seeker as you prayerfully review the four outcomes of the Character Development section of the Profile of a Graduate. *“Behold, you delight in truth in the inward being and you teach me wisdom in the secret heart.”* (Psalm 51:6)
3. By your second student-mentor meeting, you and your mentor will begin working together to complete your *Personal Development Plan* (PDP) worksheet. Prayerfully record one personal objective per semester under each of the *Character Development* outcomes. Be specific and personal. Refer to “KEY CHARACTER QUALITIES FOR CHRISTIANS” and “SUGGESTED PDP TOPICS” in this handbook for ideas.
4. **The PDP is confidential and is for students and mentors only.** It will be the primary tool for open, transparent discussions in your mentoring meetings. *The Mentoring Department will not receive a copy of your PDP.*
5. At the start of every semester, you and your mentor will review your PDP and revise it as required to keep the objectives fresh and relevant.
6. The mentor will report on the progress made on the PDP objectives when the student is coming up for their scheduled Faculty Review.

SAMPLE PERSONAL DEVELOPMENT PLAN (PDP)

1. Evidence an increasing love and growing accountability to God and the body of Christ.

SAMPLE Personal Objective: Develop a plan for moving toward better transparency with other believers regarding my daily personal struggles.

SAMPLE Personal Objective: Be purposeful about becoming more sensitive to other people's feelings. Go back to ask forgiveness when I know I've wounded someone.

2. Demonstrate growth in Christ-like character and personal integrity.

SAMPLE Personal Objective: Establish specific boundaries that help protect my sexual purity.

SAMPLE Personal Objective: Develop and implement a budget with the goal of eliminating my personal financial debt.

3. Evidence strong moral and ethical standards in both personal and professional relationships and duties.

SAMPLE Personal Objective: Change how I treat coworkers/friends/family (i.e. returning phone calls, not procrastinating, following through, etc.).

SAMPLE Personal Objective: Evaluate my values and God's view regarding material possessions and personal entitlement. How do I need to change to reflect God's Word in this area?

4. Demonstrate mental and emotional health (including the critical area of relational health).

SAMPLE Personal Objective: Seek to understand the source of my anger and the means to control how I express it.

SAMPLE Personal Objective: Spend intentional quality time with my spouse, nurturing my marriage relationship.

YOUR PERSONAL DEVELOPMENT PLAN WORKSHEET

(The Mentoring Department suggests no more than one personal objective for each outcome for your PDP. Each semester you may review and revise the PDP as needed.)

Student Name: _____

Date: _____

1. Evidence an increasing love and growing accountability to God and the body of Christ

Personal Objective: _____

2. Demonstrate growth in Christ-like Character and personal integrity

Personal Objective: _____

3. Evidence strong moral and ethical standards in both personal and professional relationships and duties

Personal Objective: _____

4. Demonstrate mental and emotional health (including the critical area of relational health)

Personal Objective: _____

STUDENT-MENTOR RESOURCES

KEY CHARACTER QUALITIES FOR CHRISTIANS

Character trait suggestions for creating your PDP

- Appreciation** (Romans 12:10)
- Commitment** (1 Timothy 6:20)
- Compassion** (Job 29:13; Isaiah 40:11)
- Confidence** (Philippians 4:13)
- Contentment** (Romans 9:19-21)
- Courage** (Deuteronomy 31:6; 1 John 4:4)
- Decisiveness** (Romans 12:2)
- Dependability** (1 Corinthians 4:2)
- Determination** (Psalms 119:30)
- Devotion** (Colossians 3:2)
- Discernment** (1 Samuel 16:7)
- Discipline** (1 Timothy 4:7)
- Discretion** (Psalm 112:5)
- Encouragement** (Psalm 119:28; 143:3)
- Fairness** (Matthew 7:12)
- Faithfulness** (Matthew 17:19, 25:2)
- Forgiveness** (Luke 23:34)
- Generosity** (Deuteronomy 16:17)
- Gentleness** (Isaiah 40:11)
- Godliness** (3 John 11)
- Godly Priorities** (Matthew 6:33)
- Goodness** (Matthew 19:16)
- Grace** (Psalm 94:11; James 4:6)
- Gratitude** (1 Corinthians 4:7)
- Honesty** (2 Corinthians 8:21)
- Hospitality** (Romans 12:13)
- Humility** (Luke 22:27; Philippians 2:8)
- Integrity** (Psalm 78:72)
- Joy** (Proverbs 15:13)
- Justice** (Genesis 6:9)
- Kindness** (Ephesians 4:32)
- Love** (John 13:1; 15:13)
- Loyalty** (Proverbs 17:17)
- Obedience** (Deuteronomy 13: 4)
- Patience** (Matthew 27:14; Romans 12:12)
- Peace** (Matthew 5:9)
- Purity and Holiness** (Matthew 5:8)
- Responsibility** (Romans 14:12)
- Reverence** (1 Peter 2:13-14)
- Self-Control** (1 Thessalonians 5: 22)
- Selflessness** (Titus 2:14)
- Sensitivity** (Romans 12:15)
- Servant Leadership** (Luke 22:26)
- Sincerity** (Joshua 24:14; 1 Peter 1:22)
- Submissiveness** (Ephesians 5:21)
- Suffering** (1 Peter 4:1-19)
- Tact** (Colossians 4:6)
- Temperance** (Titus 2:12)
- Time** (Psalm 90:12)
- Tolerance** (1 Thessalonians 5:14)
- Understanding** (Psalms 119:34)
- Wisdom** (1 Kings 3:9; Psalm 119:97-98)
- Zeal** (Luke 2:49; John 2:17, 8:29)

List from <http://www.discipleshiptools.org>

SUGGESTED TOPICS TO HELP YOU COMPLETE THE PERSONAL DEVELOPMENT PLAN

- Accountability
- Addictive behaviors
- Anger
- Bitterness and resentment
- Compassion
- Control
- Devotional life
- Depression or tendency toward dark moods
- Family responsibilities
- Finances and resource management
- Forgiveness
- Humility
- Inappropriate relationships
- Marriage
- Parenting
- Power
- Prayer
- Procrastination
- Relationships/healthy friendships
- Servanthood
- Sexuality
- Singleness
- Stewardship of time and abilities
- Stress and how to make self-care happen
- Temper
- Temptation
- Work related issues

SUGGESTED QUESTIONS FOR MENTORS

1. How do your current classes apply to your personal character development?
2. Are you walking consistently with God through time spent in Scripture, prayer, and fellowship with other Christians?
3. What spiritual “disciplines” does God use most effectively to promote a deeper intimacy and knowledge of Him and His work in your life?
4. Is there an attitude or habit in your life that may be hindering God’s work in you? What steps are you taking now to change? What support/accountability do you have for change?
5. What books are you reading? What TV shows do you watch? Do you have hobbies?
6. What are your priorities in the use of your time? Do you have a weekly Sabbath?
7. Do you understand and experience your personal identity in Christ?
8. Explain how you live by and express God’s grace to others.
9. How do you demonstrate the fruit of the Spirit?
10. Do you have a growing love for and desire to serve people?
11. Do you have a growing accountability to others in the body of Christ?
12. How do you evidence personal integrity and strong moral and ethical standards in both personal and professional relationships?
13. Do you connect or disconnect from your feelings? What steps do you take to connect emotionally with others?
14. Do you have relationships with unresolved issues? What steps are you taking toward resolution?
15. How do you daily submit yourself to brokenness (humility)?
16. How do you allow the Spirit to sensitize you to others? Are you too busy with distractions of your own to genuinely listen to other people?
17. What hedges have you put up to help you stand against sexual temptation or any other desires that would lure you toward sexual sin?

FOR MARRIED STUDENTS AND STUDENTS WITH CHILDREN:

18. Do you have personal issues affecting your marriage that are not resolved? What steps are you taking to resolve these issues?
19. Do you and your spouse have date nights and consistent “alone” time? How do you demonstrate value, honor, respect, etc., to your spouse?
20. Are you and your spouse involved in a small group or with a group of mature Christian couples for support and accountability?
21. What are your parenting core values? Are you and your spouse on the same page with discipline?
22. How do you demonstrate love and value to your children?
23. What disciplines have you incorporated into your marriage to nurture your spiritual partnership?

Phoenix Seminary Statement of Faith

1. Concerning God: We believe there is one God, who eternally exists in three persons—Father, Son, and Holy Spirit.
2. Concerning the Bible: We believe the 66 books of the Old and New Testament are the authoritative Word of God based on an inspired text without error in the autographs.*
3. Concerning the Person and Work of the Lord Jesus Christ: We believe in the full deity and humanity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father where He intercedes for us, and in His personal return in power and glory.
4. Concerning the Human Condition: We believe all human beings are lost and sinful by nature. Consequently, salvation can only be accomplished by God's grace through regeneration and justification by the Holy Spirit. Salvation cannot be earned. It is a gift from God, received only by faith in Jesus Christ.
5. Concerning the Present Work of the Holy Spirit: We believe the indwelling Holy Spirit works the regeneration, sanctification and preservation of the Christian. His ministry is to glorify Jesus Christ and empower the believer for godly living and service.
6. Concerning the Spiritual Unity of Believers: We believe the Church is the body of Christ of which He is the head.
7. Concerning the Future: We believe in the bodily resurrection of the saved unto eternal life and the lost to eternal condemnation.

*"Autograph" is a theological term referring to the original Hebrew, Aramaic and Greek manuscripts of Scripture.

WHERE DO I GO WITH MY QUESTIONS?

For complete mentoring information, forms, answers to your mentoring questions, or if you are concerned about your mentor or student, contact:

Dr. Chip Moody

Mentoring Program Director

602.429.4919

cmoody@ps.edu,