



MENTORING GUIDE

Thank you so much for agreeing to share your time with one of our deserving ladies/men here at Lighthouse!

We hope this match will be a joyful and satisfying experience for both of you. While we always hope for a common interest or life experience, sharing the common bond of our salvation – new to many of our ladies/men – is something we all share.

Please find attached a Mentor's Handbook which should help you become familiar with our policies, and rules, concerning your visits with your mentee. These are in place to help ensure consistency for our ladies/men as well as respect for you and your time. Please complete the application portion at your earliest convenience and return to Jessica Cassista/Director of Women & Children or Barry Howell/Men's Residential Director on your next visit here.

Depending upon her/his phase in the program, the most likely will not be able to have outings with you yet. Until that point in her/his program (internship) we invite you to meet with her/him at an agreed upon day and have lunch and a time of sharing. Their education time is Monday and Tuesday (Men 7:30am – 11:30am, with lunch from 11:30 – 12:00; Women Lunch 12:00 – 12:30 and class 12:30 to 4:30; they also have an hour of Learning Skills Improvement in the AM Wednesday and Thursday). Another suggested time would be for an hour or two on a Sunday or on her/his afternoon off. Ladies in-house Chapel service is Thursday evenings from 7:00-8:00; and Men's nightly chapel service for our overnight guests is 6:00 – 6:30 some of our mentors choose this time.

Please know how very much we appreciate you, and how very important having an 'outside friend' is to all of our ladies/men while they work through our program here. Having an objective, non-authority figure to share with, confide in, (and vent to) is instrumental in shaping her/his recovery and her/his plan for independence. Feel free to share your thoughts, opinions, and suggestions for parenting or being a Christian woman/man. If you have any questions about any of this information or should anything come up that concern you about your visits, please contact Jessica Cassista or Barry Howell, Directors. We want this to be a wonderful experience for both of you. God Bless!

In His Service,

Jessica Cassista, Women's Director

Barry Howell, Men's Residential Director

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Purpose - The purpose of the Lighthouse Mentoring Program is to equip residents with resources to become thriving, godly women and men through spiritually, emotionally, and practically- supportive relationships for successful transition into independent and abundant living. Mentoring someone that is living in a shelter and going through difficulties is a great responsibility. The main focus of the Lighthouse Mentoring Program is to provide a venue where residents can learn God's love and grace. The core values of Lighthouse Ministries are vital to the mentoring program. (Jesus Christ, truth, integrity, compassion, accountability, discipline and unity)

Being a mentor for the Lighthouse Mentoring Program is not providing a shopping list of material needs for residents. Rather, mentoring is being available to a woman/man and sharing Biblical truths concerning God's love and grace and the saving power of Jesus Christ to a woman/man who is currently homeless and living in a shelter environment. Mentoring is coming alongside of a woman/man who may have been cast out of society, helping her/him to realize that she/he has value and can make positive changes in her/his life through Christ.

Mission and Values - The **Mission** of Lighthouse Ministries is to be set apart by the Spirit of God to communicate the Gospel and meet the physical, emotional and other needs of the poor and at-risk population. **The Core Values** of Lighthouse Ministries and the Mentoring Program are: Jesus Christ, Truth, Integrity, Compassion, Accountability, Discipline and Unity.

The program goals for the women/men include:

- relief from the physical trauma of being without a home
- freedom from addictive, harmful lifestyles for themselves and women's children
- developing a willingness to learn about God and grow in relationship with Him
- developing and practicing successful self-management
- responding to others and living according to the principles set forth in the scriptures
- pursuing realistic, godly solutions to life's daily challenges
- succeeding in other individual goals set
- developing a vision of success through God

Lighthouse Ministries requires that all residents behave in a Christ-like manner. Residents should not use profanity, derogatory remarks, or be disrespectful in any way. If a resident exhibits such behavior, a staff member should be consulted so that the behavior can be addressed and proper behavior can be encouraged through disciplinary actions, loss of privileges, counseling, prayer or other avenues as appropriate. Please remember the Core Values that our residents are to learn and adhere and mentor to respect and hold resident accountable.

Steps to becoming a mentor:

- complete the Mentor Application (and Volunteer application if you want to volunteer elsewhere)
- reference and background checks are done by our Volunteer Coordinator
- interview with the Women's / Men's Director and go over the residents' Information Sheet for a Mentor
- become matched with your mentee by the Women's / Men's Director under God's guidance
- Keep in touch with the mentee's case manager and/or Director of any plans or issues or questions that may arise as you get to know your mentee. It is the lady's/man's responsibility to provide information to the Case Manager ahead of time so we can schedule your meeting time. At least 24-hr notice is required.

Understand the commitment to being a mentor –

- The ladies/men look forward to a regularly-scheduled day each week to meet with you. The completed program for the ladies/men is a minimum of 14 months up to 24 months. As she/he progresses through each phase of the program she/he will be allowed different privileges. A Privilege Sheet will be provided to you so that you know at what point she/he is permitted to leave our campus for outings, including choosing a church outside of the one she goes to for the first 7-8 months in program.
- Until that point, she/he cannot accompany you for an outing. In some cases if she/he has an appointment and requires transportation you *may* be allowed to provide this if your schedule permits. This could include such things as an out of town doctor appointment, court dates, etc.
- Under **no circumstances** is a resident permitted to go to a mentor's home.
- Under **no circumstances** should a resident request money or items from you.
- You may bless her/him with a small gift on special occasions if you wish.
- You may exchange phone numbers so that your mentee can call you on a weekly basis to chat or to update you on any weekly schedule changes or appointments that would affect your regularly-scheduled meeting time.

More on a Mentor's role:

- Help her/him learn and practice reflective listening skills, introduce life skills, discuss personalities and conflict resolutions options, interact on parenting issues and teaching children positive behaviors.
- A mentor can be a 'big sister' 'big brother' to a new resident. A mentor can also assist her/him in settling into her/his room when she/he completes her/his trial phase and enters the program.
- A mentor should be a good Christian witness and offer biblical reasoning to issues the mentee presents.

- Encourage your mentee through spiritual guidance, emotional support and practical help throughout her/his program attendance and into the internship phase.
- Promote re-establishing broken family relationships if a healthy extended family is willing and will also encourage and support your mentee. Sometimes a resident comes from a dysfunctional background and the family is not available, unwilling, or unhealthy. The mentee should be encouraged to plan for community support from healthy pools of friends such as through her/his church groups, healthy extended family members, community recovery groups, or even from other successful exiting residents.

Mentors are encouraged to meet with the Director and the Case Management team, if applicable, and tour the facility upon starting the mentoring program; feel free to call us with any questions concerning your mentee. If you wish to volunteer in other areas, there are endless possibilities and needs within our Family Stores and donation centers, in the Adult Learning center with tutoring and computer skills, or to present a lesson during a Bible study or Chapel session. Details on all these areas can be discussed with the Director; please call for a time to be set aside to address your individual schedules and questions and where you would like to serve.

Community

- Assist her/him in determining her/his needs vs. wants as she/he acclimates to her/his new community
- Encourage her/him in new relationships with other residents
- Avoid listening to or taking part in negative discussions, complaints, or gossip concerning others (other residents, volunteers or staff members). Reference the Core Values - we encourage the ladies/men to learn and practice in all their daily living activities, thoughts and responses. (“would you want others talking about you this way? How could you show compassion for this person? Would this statement be hurtful to the person? Can you pray for that situation? How can you show unity in this area?”)
- Participate in group activities with her/him and her children at the facility
- Join her/him for lunch on the designated day to meet with her/him
- Model and guide life skills for effective habits and communication with others
- Encourage responsibility and communication to her/his Director/Case Manager for mentoring needs and times

Education

- Encourage her/him as she/he enters and progresses through the Education Phase
- Be available for individual tutoring if this fits your schedule and the resident’s needs

Industry

- You may help at the Hope Center, Distribution Center or our Family Stores where your mentee is assigned – please advise and communicate ahead of time with the case manager and mentee
- Review work assignments and job skills with her/him

Spiritual Growth

- Pray with her/him
- Send encouraging cards and notes
- Have personal time of devotions and/or a bible study applicable to her/his issues and needs
- Attend chapel services with her/him or provide help with childcare as she attends chapel (Thursdays pm)

Outings

Once your mentee has successfully completed the Education phase of her/his program and is approved for internship, she/he is eligible for approved outings (scheduled with at least a 24 hour notice) with an approved accountability partner, such as her/his mentor. This could include the lunch hour, attending church with you if transportation is provided by you to and from church, attending outside community support groups, attending family functions as long as not at your home, and other places that are discussed with and approved by her/his Director/Case Manager. Please use good discretion in utilizing healthy boundaries and activities.

At **NO** time is the resident allowed family visits with unapproved family member or friends, or any male / female visitors, while she/he is at Lighthouse Ministries. Male / Female fraternization of any kind is strictly prohibited and is one cause for immediate dismissal. The resident is aware of this strict guideline.

These guidelines can be amended at any time as needed. We sincerely appreciate your willingness to mentor one of our special ladies/men. A mentor can be very instrumental in being a strong link to the community as a godly influence as we guide them toward changing their lives, with God's help, into the strong, independent, contributing member of society as a Christian woman and mother and man.