



BethelBiz Mentoring Program Agreement

Successful mentoring relationships are based on a foundation of trust with a mutual desire to learn, grow, and achieve goals. This requires intentionality, transparency, and accountability. Both parties must be intentional in developing and growing the relationship, transparent in communication, and be willing to hold each other accountable. In order to get the greatest benefit out of your mentoring experience, please use this agreement to discuss your respective goals and expectations.

Purpose of the Program: To create opportunities for Bethel students to connect with alumni and build relationships that foster personal, professional, intellectual, ethical, and spiritual growth.

Core Values:

Intentionality: An attitude of purposefulness with a commitment to deliberate action.

Transparency: An open and vulnerable sharing of experiences, successes, struggles, challenges, and failures. Inviting trust by revealing you have nothing to hide.

Accountability: A willingness to accept responsibility or to account for one's actions.

Connection: A deep bond that is formed between people when they feel seen and valued.

Mentee Expectations:

- Attend the Mentorship events:
 - Mentee training - sets mentees up for success. Review of resources and a mentor panel with advice regarding how to get the most out of the mentorship (September)
 - Kick-off event - mentor and mentee small groups meet for informal conversation. And, mentors and mentees meet one-on-one to kick off their mentorship. (September/October)
 - Career Exploration - students meet with three mentors for 25-minute informational interviews to learn about career options. (February)
 - Year-end event - celebrate the year. Includes a keynote speaker and evening ends with mentors and mentees meeting to reflect on the year together. (May)
- Initiate monthly in-person meetings with your mentor. Establish regular communication with your mentor outside of in-person meetings (text, email, phone).
- Commit to the program values of accountability, intentionality, transparency and connection in order to develop the best relationship.
- Create goals for the relationship and take ownership for what you want to learn.
- Demonstrate intentional and thorough preparation for the meetings with your mentor. A few days prior to the meeting, send your mentor an email to confirm and include the



topics you want to discuss.

- Take ownership for timely rescheduling of any meetings that are canceled.
- Provide timely response to all emails/texts from your mentor and BethelBiz (same day or within 24 hours).
- Make the program a high priority and show appreciation, realizing that program membership is a privilege.
- Conduct yourself ethically, respectfully, and professionally.
- Contact BethelBiz Director with any questions or concerns you may have with your mentor or the mentorship program as soon as they arise.
- Failure to demonstrate commitment to the mentorship program could result in dismissal from the program.

Mentor Expectations:

- Devote at least two hours per month to your mentee, meeting once a month and checking in during the month.
- Schedule and lead the initial meeting and then encourage your mentee to initiate contact and lead future discussions.
- Together, establish a meeting frequency and duration. We recommend meeting once a month for the duration of the school year.
- Commit to the program values of accountability, intentionality, transparency and connection. Hold the mentee accountable for the expectations of the program and the goals they set.
- Help your mentee to set, track, and adjust their goals.
- Respond to all communications from your mentee in a timely manner.
- Conduct yourself ethically, respectfully, and professionally.
- Honor confidentiality.
- Keep the relationship a priority and ask your mentee to do the same.
- Attend BethelBiz Program Events (when possible).
- Contact BethelBiz Director with any questions or concerns you may have as soon as they arise.



Mentoring Agreement

Reflection: *Mentee to review and complete this section prior to meeting with your mentor.*

What areas do I hope to grow and develop in this mentoring relationship?

What are my goals and what action steps can I take to achieve them?

How will I demonstrate each core value?

Intentionality

Transparency

Accountability

Connection

Logistics: *Review and complete this section in the first mentor/mentee meeting.*

When and where will our monthly meeting occur? (set up recurring calendar appointment now)

How will we share our agenda and/or topics we'd like to discuss?



How will we communicate and what is our commitment to response time (e.g. 24 hours)?

If something is not going well, how will we handle it?

Mentee: What are the signs that I am struggling and need support?

How will we identify confidential topics or indicate we prefer not to discuss a topic?

Commitments:

We will respect each other and honor the confidentiality of our conversations.

By signing the Mentorship Agreement, we each agree to pursue the purpose outlined above and hold each other accountable to the purpose and core values.

Mentee Signature and Date

Mentor Signature and Date