



# Mentor Guidelines.



**CG Mentors**

Encounter. Discipleship. Mission.

# CG

# Mentors

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**One of the enabling frameworks that underpins our ministry with young people in the Archdiocese of Canberra and Goulburn is the art of mentoring and accompaniment.**

**This is especially significant for Parish Youth Coordinators and others in the leadership roles across the Archdiocese.**

**These guidelines seek to support Mentors in this important role.**



## THE ART OF ACCOMPANIMENT

We need a church capable of walking at people's side, of doing more than simply listening to them; a church that accompanies them on their journey; a church able to make sense of the "night" contained in the flight of so many of our brothers and sisters from Jerusalem; a church that realizes that the reasons why people leave also contain reasons why they can eventually return. But we need to know how to interpret, with courage, the larger picture. Jesus warmed the hearts of the disciples of Emmaus.

- Pope Francis



# Mentoring & Accompaniment

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## CG YOUTH & YOUNG ADULT MENTORING & ACCOMPANIMENT

One of the enabling frameworks that underpins our ministry with young people in the Archdiocese of Canberra and Goulburn is the art of mentoring and accompaniment.

We recognise in a particular way that post-school, early adulthood is a time of significant change where young people are navigating a sense of liminality in almost every aspect of their lives. As they wrestle with feelings of vulnerability and excitement, experience both hopes and disappointments, and face up to many important questions and transitions, we want to surround them with care and support, as they make choices about their futures and cross over important thresholds.

In responding to this timeless call to authentically accompany young people in the complexity of their lives, we desire to identify, equip and release a network of guides and mentors among our young people, who can come alongside them, and bring them to a deeper awareness of who they are, and who they are becoming in and for the world.

It is through this ministry of presence, that we are able to bring about a deeper sense and awareness of the kerygmatic truth of God's love, and that Christ is indeed alive. Our Catholic communities possess an incredible capacity to extend and make present God's love in the lives of our young people, as we go ahead of them, come behind them, and most importantly, walk beside them.

We also recognise that the art of accompaniment can be expressed in a number of different ways, including:

- Coaching, which focuses on the young person's skill development;
- Spiritual Direction, which focuses on the young person's relationship with God;
- Counselling, which focuses on the young person's psychological and mental well-being; and,
- Pastoral Supervision, which focuses on the things that enhance or impede a young person's ability to minister effectively.

While these specific forms of accompaniment require a certain level of professional qualification, the accompaniment that we seek to encourage and facilitate in the broadest sense is that of mentoring – which put simply is a sharing of wisdom and life experience.



The next day John again was standing with two of his disciples, and as he watched Jesus walk by, he exclaimed, "Look, here is the Lamb of God!" The two disciples heard him say this, and they followed Jesus. When Jesus turned and saw them following, he said to them, "What are you looking for?" They said to him, "Rabbi" (which translated means Teacher), "where are you staying?" He said to them, "Come and see." They came and saw where he was staying, and they remained with him that day. It was about four o'clock in the afternoon. One of the two who heard John speak and followed him was Andrew, Simon Peter's brother. He first found his brother Simon and said to him, "We have found the Messiah" (which is translated Anointed). He brought Simon to Jesus, who looked at him and said, "You are Simon son of John. You are to be called Cephas."

John 1:35-42

## THE CALL OF A MENTOR

From this Gospel story above, we can identify six important ministry principles that defines the role of a mentor and guide among young people:

### *"John was standing with the two disciples"*

Mentoring must be relational. Fostering authentic relationships in a mentoring relationship is built through mutual care, and trust is a key task for any mentor. As Saint Marcellin Champagnat once said, "if you want to teach young people, first you must love them". This requires us to meet young people where and as they are.

### *"Look, here is the Lamb of God"*

Mentoring should point one towards an encounter with Jesus Christ in their heart, mind and senses. The goal of mentoring and accompaniment is one of deepening in one's personal relationship with Jesus Christ that transforms both the mentor and the young person being accompanied, as well as all those they subsequently encounter.

### *"What do you seek?"*

Mentoring should encourage searching questions in which the young people that we encounter can have the confidence to both ask and name what will bring them happiness and fulfilment.

### *"Come and see"*

Mentoring invites young people to see and experience their life differently. Through compassionate listening can we encourage the young people we encounter to enter onto paths of true growth and awaken in them a yearning for the Christian ideal: the desire to respond fully to God's love and to bring to fruition what he has sown in their lives.

### *"They stayed with him that day"*

Mentoring must be hospitable in terms of the spaces we create and foster for the young people we support. Within the privileged space of a mentoring relationship, we come face to face with the young who desire more than anything else to be heard and listened to. Mentors need to practice the art of listening, which is more than simply hearing. This quality of listening requires an openness of heart which in turn makes encounters with Christ possible.

### *"You shall be called Cephas"*

Our ministry is vocational where we create the spaces and opportunities for the young people that we teach to listen deeply to the call of the Lord in their life, and to respond with courage. Moreover, genuine accompaniment always begins and flourishes in the context of service to the mission of evangelisation.

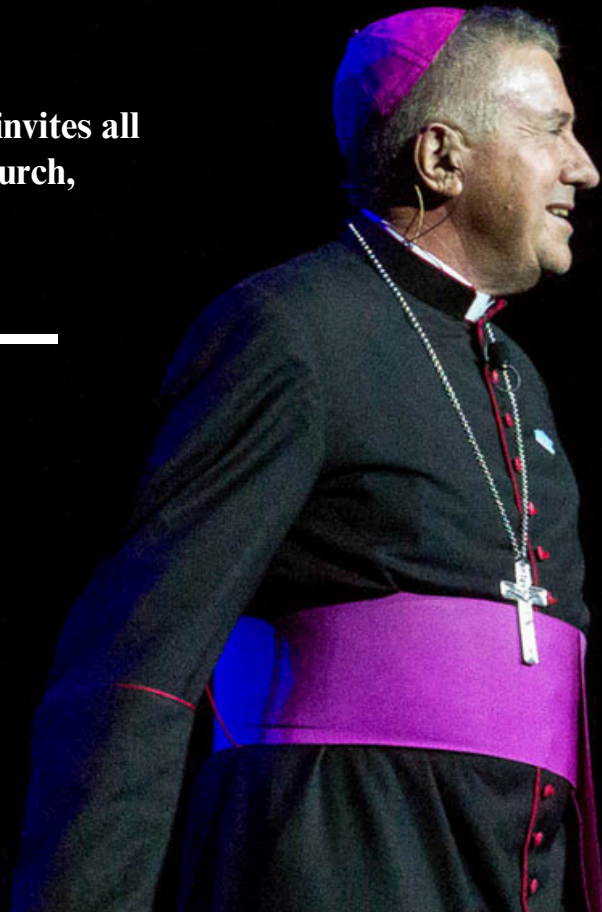
# A new generation in the life and mission of the Catholic Church.

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The Archdiocese of Canberra & Goulburn invites all youth and young adults to belong to the Church, to believe in Christ and to become missionary disciples.

Most Rev. Christopher Prowse  
Archdiocese of Canberra & Goulburn



## CG YOUTH VISION. 'ONLY JESUS'

The vision of evangelisation for youth and young adults in the Archdiocese of Canberra and Goulburn is to make Jesus known and loved. As an Archdiocese, we will support our Parishes to become a community of communities, a sanctuary and a centre of constant missionary outreach (Evangelii Gaudium 28).

At the heart of this approach is a desire to *multiply missionaries* who live out their baptismal charism, and accompany others to encounter Christ in the context of His Church. Evangelisation is at the very heart of the life and mission of all Christian faithful: *“evangelising is in fact the grace and vocation proper to the Church, her deepest identity. She exists in order to evangelise”* (Evangelii Nuntiandi, 14).

In 2023 the Archdiocese was guided by the ‘Year of Walking Together’ and has in 2024 entered into the ‘Year of the Holy Spirit’. This will lead into the *Archdiocesan Assembly* in October 2024. In addition, the Australian Catholic Bishops Conference published a ‘Biblical Theological Reflection for all Catholics’ that summarised a methodology of evangelisation as **encounter**, **discipleship** and **mission**. As an Archdiocese, we are seeking to realise the aspirations of this articulation of evangelisation.

**ENCOUNTER**  
KERYGMA

**DISCIPLESHIP**  
CATECHESIS

**MISSION**  
CHARISM

# Mentor Meetups.

## MENTOR MEETUP FRAMEWORK

‘Mentor Meetups’ are conversations taking place in person or by some other means and are the mainstay of the mentoring approach.

The purpose of these Meetups is to ensure that your Parish Youth Coordinator (PYC) has someone getting in touch with them periodically who they can talk to about their ministry and faith, but who also has depth of experience that they can benefit from. The conversation should be had in a positive and friendly way, so your PYC feels comfortable to bring up anything they may need to talk about.

How you go about your Mentor Meetups is largely up to you and your PYC, outside of touching in on some essentials (see the checklist below) we encourage you to be creative and flexible.

Different people, roles and even times of year will bring about different needs in your PYC. Typically, they may prefer a monthly coffee catch-up, other times they may need to meet up for some intentional prayer time together. This is a relationship and so like any other relationship is built on communication – so don’t be afraid to ask your PYC how you can best support them. It can be easy to fall into trying to work out what they need, but it is far better to simply listen to them and see what they would prefer.

In terms of time, we would urge you to ensure your Meetups aren’t cut short or skipped, but we entirely understand that sometimes a relatively brief chat is all that can be done.

It is essential for your PYC’s wellbeing and for your own that there are clear expectations in place of your role. The following points clarify the boundaries of your role:

- You are not responsible for their wellbeing, you are both a Mentor and part of a framework which we hope will ensure pastoral support to the Parish Youth Coordinators.
- You are not an additional line of management or a ‘ministry advisor’. The call of the mentor is to accompany by your listening, wisdom, prayer, guidance and encouragement!
- It should be clear to your PYC that anything brought up in a Mentor Meetup may be passed on. Obviously, details outside of the essentials won’t go anywhere, to ensure the care of you and your PYC. Moreover, we’re not in the business of secrets. On tough issues, there are people who are equipped to give your PYC the help they may need as you pass anything you are concerned about onto the appropriate channels.

If a Mentor is concerned for their PYC’s safety, the safety of others, the PYC has brought up something that is outside the responsibility of the Mentor or has serious spiritual, emotional, personal, legal, financial concerns or concerns with their role, adhere the following procedure as soon as possible. In this situation it is better to be safe and tell someone if you are concerned for your PYC rather than keeping the information to yourself.

## PRAY

Opening and closing a Mentor Meetup with prayer is a great idea and way of grounding the conversation within your context as missionaries. We strongly encourage you to work out some form of prayer that works for you and your Parish Youth Coordinator, that meets their needs. This is especially useful if your PYC is having a hard time in some way and/or if your chat brought up something serious (and this includes for you).



# Mentor Records.

<b>MENTOR CHECKLIST</b>		
<b>Parish Youth Coordinators Name:</b>		
<b>Mentor's Name:</b>		
<b>Date</b>		
Did we speak about faith?	<b>Yes</b>	<b>No</b>
Did we speak about ministry?	<b>Yes</b>	<b>No</b>
Did we celebrate victories?	<b>Yes</b>	<b>No</b>
Did we discuss challenges?	<b>Yes</b>	<b>No</b>
Did we cover balance (eg. ministry, faith, relationships, study etc.)?	<b>Yes</b>	<b>No</b>
Do they feel supported?	<b>Yes</b>	<b>No</b>
Do they feel happy with our relationship?	<b>Yes</b>	<b>No</b>
Do I need to let the Parish Priest, Youth Ministry Manager, or other support structure know of something of concern?	<b>Yes</b>	<b>No</b>
Have I completed the Mentor Meetup record?	<b>Yes</b>	<b>No</b>

<b>MENTOR RECORD</b>		
<b>Parish Youth Coordinators Name:</b>		
<b>Mentor's Name:</b>		
<b>Date</b>		
Victories Celebrated		
Issues Raised		
Next Steps Discussed	<b>Yes</b>	<b>No</b>
Further Support Needed	<b>Yes</b>	<b>No</b>
Other		

# Support.

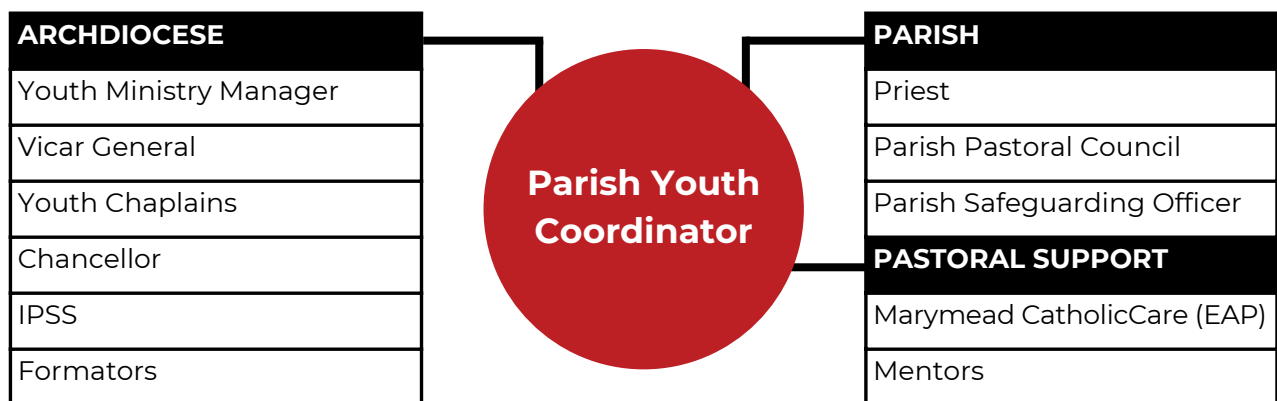
## SUPPORT STRUCTURES

Immediate management structures occur within the parish, ultimately with the Parish Priest. This role may be officially delegated to an assistant priest or other parish leader, i.e. parish administrator, who carries out the vision of the Parish Priest. Moreover, any delegation is simply an extension of the Parish Priest.

The Archdiocese provides a complimentary level of management, namely the Youth Ministry Manager (Chancery). The Manager supports the vision of the parish in executing youth ministry strategies as well as managing matters of formation, PYC contracts, training, additional pay etc.

Thirdly, additional pastoral care and Parish Youth Coordinator specific support structures provided by the Archdiocese include the Employee Assistance Program (Marymead CatholicCare), Spiritual Directors and Mentors.

Support structures are reviewed annually.



# Role Description.

## POSITION DESCRIPTION

The Parish Youth Coordinator is a decentralised, partnership model across the Archdiocese of Canberra and Goulburn. This model is based on the principles of discipleship and accompaniment, engaging youth and young adults into the life and mission of local Parish communities. Parish Youth Coordinators will work together in teams of at least two per parish or region. This will foster collaboration and support amongst Parish Youth Coordinators whilst streamlining ministry offerings. At times they will work with other Parish Youth Coordinators to conduct regional and Archdiocesan events to enrich existing Parish communities as well as provide a context to engage new youth or young adults to accompany them into ongoing participation in a local Parish community.

The Parish Youth Coordinator will complete an ongoing formation program with the Archdiocese that directly relates to their ministry in Parishes. This includes an Induction, Masterclass Series, Formation Sessions and Parish Youth Coordinator Retreats. This is detailed in the Apostolate Formation Program.

**Community:** Develop new, or continue to grow existing, Youth Groups and/or Circles as an essential form of youth and young adult community within the Parish context;

**Team:** Establish a Parish Youth Team that gathers regularly for prayer and formation initiatives (eg. Masterclasses and Archdiocesan Offerings), supports local youth community and liturgical opportunities and facilitates key youth and young adult events within the life of the Parish;

**Liturgy:** Support the engagement of youth and young adults into the Sacramental life of the Church. This could include a particular focus on engagement into liturgical service roles (Alter Servers, Readers, welcomers, music ministry etc.), Sacramental Preparation Masses, specific Youth and Family Masses and other liturgical opportunities identified in consultation with the Parish Priest and Parish leaders;

**Discipleship Programs:** Lead Discipleship Programs (eg. Alpha, Belong Easter / Christmas / Pentecost Series etc.) for existing groups or as an outreach program for new youth and young adults;

**Retreats:** Facilitate at least a once per term retreat experience. This includes a particular focus on aligning the retreats to those engaged in Sacramental Initiation as a key transition point into ongoing Parish life;

**Sacramental Preparation:** Attend key moments throughout the Sacramental preparation programs (eg. Reconciliation, Eucharist, Confirmation and RCIA) to build relationship with youth and young adults, promote existing Parish initiatives (including tailored retreat offerings) and support the facilitation of the preparation sessions as appropriate;

**School:** Along with the Parish Priest, the Parish Youth Coordinator could offer specific discipleship experiences in local Catholic schools. Each experience will have an explicit Parish invitation.

**Witness:** Being an active and committed Catholic witness amongst youth, young adults and the parish community.

# Safeguarding.

## BACKGROUND

The Catholic Archdiocese of Canberra and Goulburn resides in both the state of NSW and the territory of ACT. As a consequence it is required to observe the requirements of legislation and regulations enacted by the two independent legislative authorities.

Archdiocesan agencies have child protection policies and/or codes of conduct specific to the requirements of their mandates and responsibilities. Personnel working for these agencies, including Mentors, must refer to the relevant policies and codes of conduct for these agencies as part of their role.

## SAFEGUARDING

Safeguarding is the action that is taken to promote the welfare of children and vulnerable people and protect them from harm.

Safeguarding means:

- Protecting children and vulnerable people from abuse and maltreatment
- Preventing harm to children's and vulnerable persons' health or development
- Ensuring children grow up with the provision of safe and effective care

Taking action enables all children, young people and vulnerable people to have the best outcomes. Safeguarding children and child protection guidance and legislation applies to all young people in the Archdiocese up to the age of 18, who seek Archdiocesan services. There may be occasions where people older than 18 are responded to, under a safeguarding policy. Vulnerable people are also responded to under these policies.

The policies outlined are here to support you as a mentor who is accompanying Youth Ministers who are involved in ministry to those who fall within the scope of these policies.

## POLICIES

The Archdiocesan Chancery and Parishes will fully comply with the relevant child protection and vulnerable people legislation as enacted in the jurisdictions of NSW and ACT.

The Archdiocese through its policy and related procedures, and those of its agencies and institutions, is totally committed to the care and protection of children, young and vulnerable people.

Key Safeguarding Documents and Policies are available online at: <http://cgcatholic.org.au/professional-standards/>

These include:

- [Child Protection Code of Conduct Privacy and Information Sharing Policy](#)
- [Archdiocesan Safeguarding Policy](#)
- [Advice: What constitutes risk of significant harm to children?](#)
- [Fact sheet: When is a child at risk of significant harm?](#)
- [Flowchart: Reporting child well-being concerns](#)
- [Flowchart: Reporting child-related adult behaviour of concern](#)
- [Fact sheet: Reportable crimes and the Police](#)
- [Protocol: Reportable conduct and the Ombudsman](#)

## WORKING WITH VULNERABLE PEOPLE

It is Archdiocesan policy that all who are engaged in child-related employment or working with vulnerable people be registered with the NSW or ACT authorities as required.

The Archdiocese will verify the Mentors WWCC Number (NSW) or WWVP Card (ACT) prior to their engagement.

# Incident Reporting.

INFORMATION ABOUT THE REPORT MAKER	
Name	
Address	
City	
Date	
Role	
Signed	

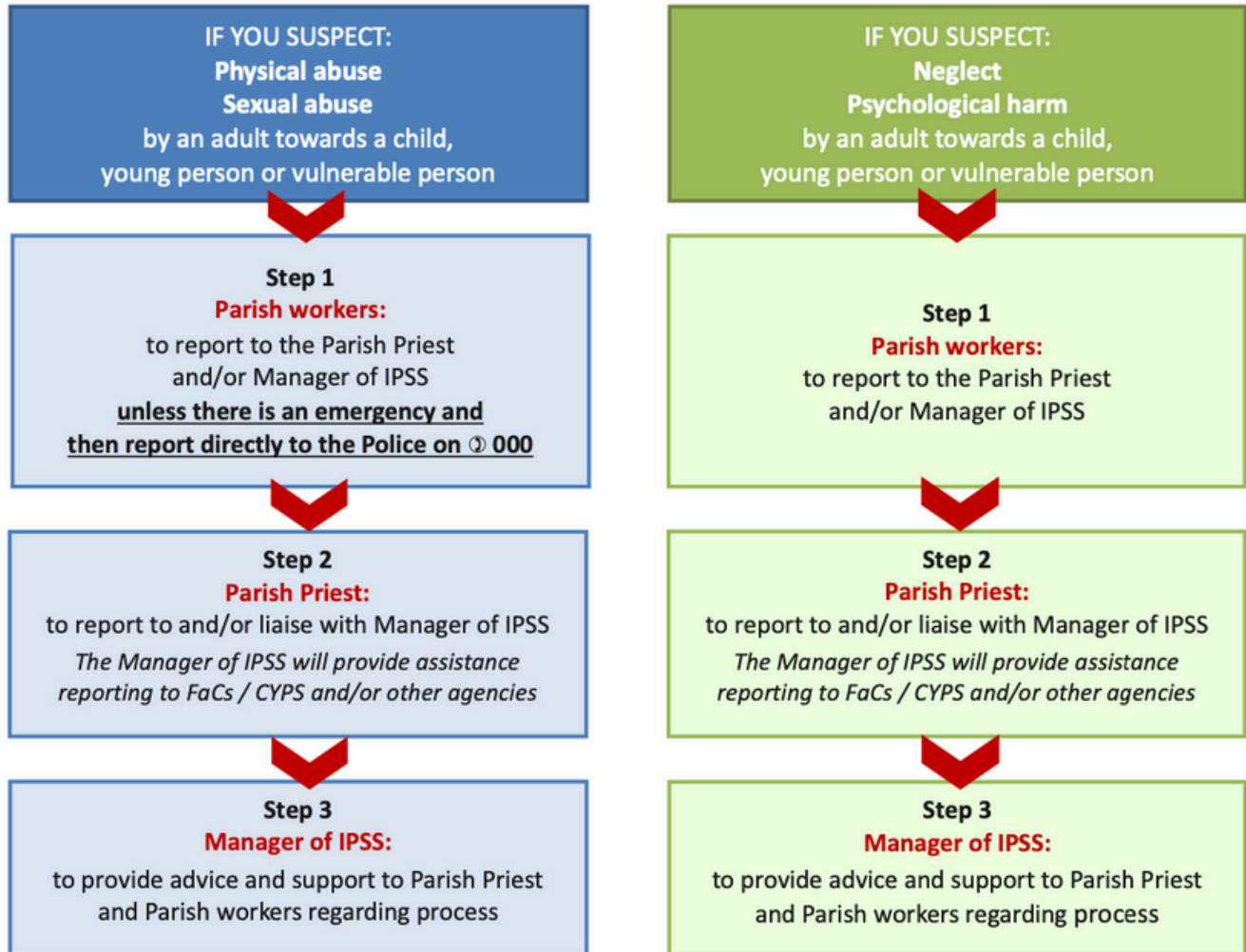
INFORMATION ABOUT THE INCIDENT	
Date and Time	
Location	
Activity	
Police / Emergency Service Notified?	<b>Yes</b> <b>No</b>
Mandatory Reporting? (Attach Report if Yes)	<b>Yes</b> <b>No</b>
<b>Details and description</b>	<b>further action taken or required and/or follow up</b>



This flowchart outlines for Parish Priests and Parish workers the process of reporting concerns regarding abuse and neglect of a child.

# FLOWCHART: REPORTING CHILD WELL-BEING CONCERNS

Our Archdiocesan protocol states that all Parish Priests and Parish workers are obliged to report significant child well-being concerns. Workers should follow the steps below if they suspect a child is at risk of, or has been subject to, physical or sexual abuse, neglect or psychological harm.



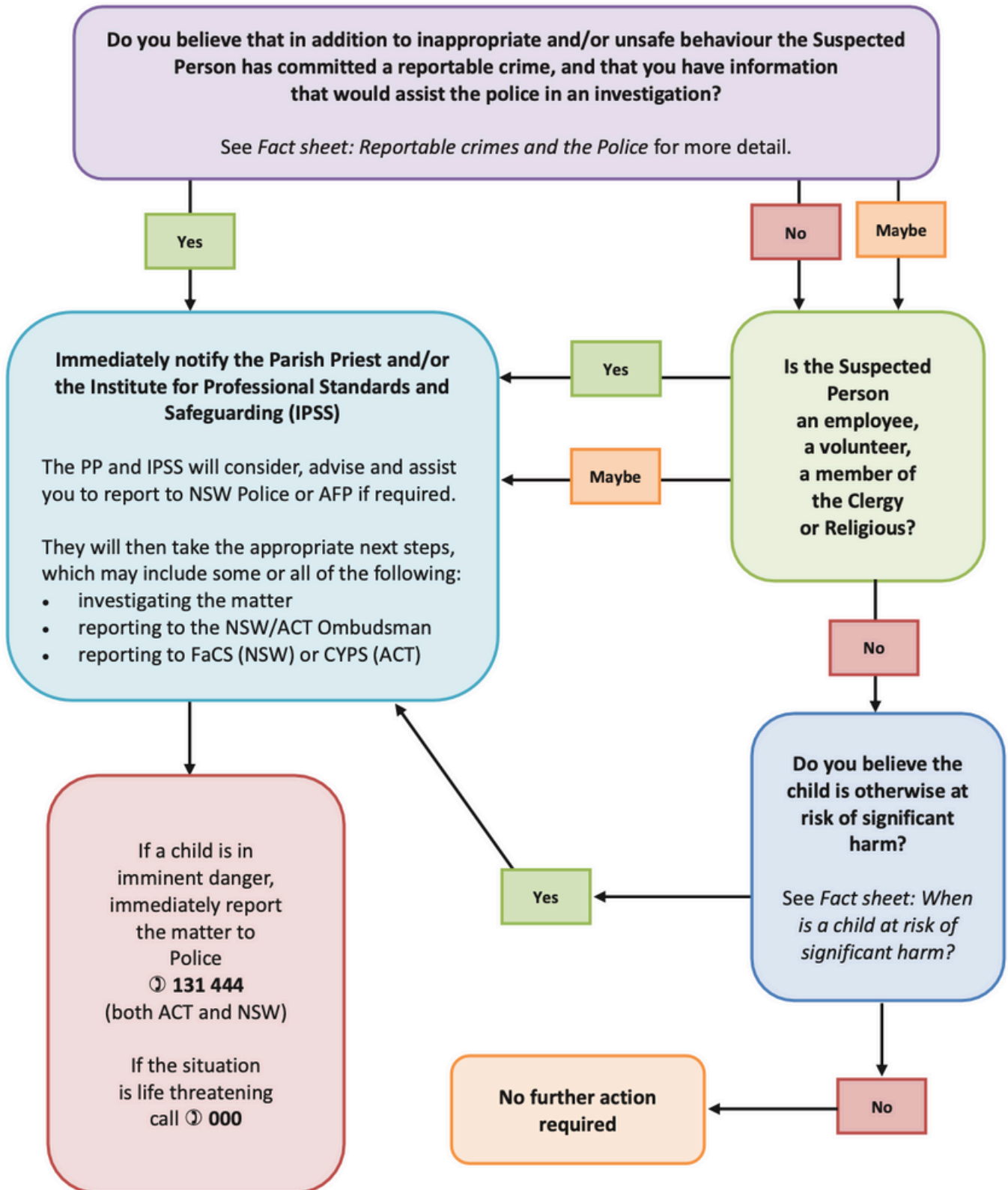
CONTACT NUMBERS FOR REPORTING CONCERNS				
<b>NSW and ACT Police</b>  Emergency 000  Assistance line 131 444	<b>NSW</b> Department of Family and Community Services (FaCs)  Child Protection Helpline 132 111	<b>ACT</b> Child and Youth Protection Services (CYPS) Child Concern Report Line 1300 556 729 1300 556 728 <i>(mandated reporters)</i>	<b>IPSS (Institute for Professional Standards and Safeguards)</b>  Maria Hicks (02) 6239 9806	<b>Vicar General</b> Archdiocese of Canberra Goulburn  Fr Tony Percy (02) 6201 9801
<b>EMERGENCY CONTACT NUMBER for the PARISH PRIEST</b>			<b>EMERGENCY CONTACT NUMBER for the PARISH SAFEGUARDING OFFICER</b>	
For further information please refer to the Catholic Archdiocese of Canberra and Goulburn <b>Protocol: Reportable crimes and the Police.</b> Anyone can report a crime to the NSW Police or Australian Federal Police.				



This flowchart is for Parish Priests and Parish workers outlining the process of reporting child-related adult behaviour of concern.

# FLOWCHART: REPORTING CHILD-RELATED ADULT BEHAVIOUR OF CONCERN

If you suspect that any person (the Suspected Person) has acted in a manner that is **inappropriate and/or unsafe in relation to a child**, you should immediately follow and act upon the flowchart below. That person could be an Archdiocesan employee or volunteer, a member of the clergy or religious, the child's parent or any other person.





**Thank you.**

**Thank you for supporting our Parish Youth Coordinators. Please continue to pray for the young people across our Archdiocese.**



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