AMERICAN GUILD OF ORGANISTS

COMMITTEE ON CAREER DEVELOPMENT & SUPPORT

MAY, 2005

[For TAO] The National Committee on Career Development & Support and the National Council have approved the following Mentor Program for use among members. Comments and suggestions are welcome.

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MENTOR PROGRAM

Main Entry: [1]men·tor Pronunciation: 'men-"tor, -t&r

Function: noun

Etymology: Latin, from Greek *MentOr*

1: capitalized: a friend of Odysseus entrusted with the education of Odysseus' son Telemachus

2 a: a trusted counselor or guide b: TUTOR, COACH

- men·tor·ship /-"ship/ noun

(Merriam-Webster, Incorporated, 2001)

This program is offered to AGO members in the spirit of mutual assistance among colleagues in sacred music. It is not intended to replace informal collegial relationships which already are in place and which have worked in the past. However, even the most seasoned professionals in our field occasionally have questions relating to a wide range of questions. Times do change, as do duties and expectations. Persons who are new to the profession have even a greater need to seek out others who are identifiable as being experienced for advice on questions involving, among other things:

AGO Institutional Matters

Code of Ethics

Grievance Procedures

Discipline

Technical Vocal/Choral

Recruiting/Training Choristers Selection of Teacher/Coach

Business and Administrative Skills
Office Management

Employment Issues

Compensation and Benefits Contracts and Termination

Career Choices

Performance Practice Style/Interpretation

Registration

Interpersonal Relations Clergy/Committees Computers/Software
Written Communications

Colleagues/Parishioners Choristers/Volunteers

Spiritual and Psychological Support Religion and Faith Family Matters Dependency/Substance Abuse

The structure for AGO mentoring consists of general rules and guidelines for participants: mentors, members and referring officers. All agree to observe fundamental principles of fairness and confidentiality which are designed to enable the system to function.

The system is supervised by the National Committee on Career Development and Support. It maintains a list of all persons who volunteer their time in specific mentoring areas. There are three levels. A chapter mentor is available to mentor members in one or more specific chapters. A regional mentor is available to mentor members in one or more regions. A national mentor is available to all members. This system enables the mentors to limit their availability. Mentors volunteer their services in specific areas to chapter professional development coordinators, regional professional development coordinators or through the Director of the National Committee on Career Development and Support. For informational purposes, the Director maintains a complete list of all available mentors at all three levels.

Members may request mentoring through the appropriate chapter, regional or national officer, designated above. The selection of the mentor is made by the referring officer, based upon the information furnished by the available mentors and by the member seeking a mentor. The member will make a good faith effort to consult and work with the mentor selected by the referring officer.

Mentors do not charge a fee for mentoring services. Members agree to absorb miscellaneous costs of mentoring when possible, such as initiating phone calls, utilizing email and otherwise minimizing operational costs to the mentors and referring officers.

Members and mentors agree to sign and exchange a mentoring agreement, furnishing a copy signed by both to the referring officer. The agreement provides for mutual confidentiality and contains ethical covenants and a release of claims. It lists the subject matter and the period of duration.

WRITTEN STATEMENT OF MENTOR'S AVAILABILITY

To: [chapter or regional] and national referring officers:

- 1. The mentor's name, address, phone number, fax and email address are:
- 2. A brief biographical background demonstrating the mentor's qualifications in one or more areas follows:
- 3. Degrees/certificates/organizational memberships, work experience and area(s) of expertise for AGO mentoring are:
- 4. A designation of geographic areas follows: Chapter(s) Region(s) National
- 5. The period of availability is from the present date until:

Member's signature

Phone, fax and email address:

Member's address:

(The mentor may remove his/her name from the list by sending a written notice to the appropriate referring officer. The mentor acknowledges review of language governing the Mentor Program and the AGO Code of Ethics.)

Mentor's signature	Date				
WRITTE To: [chapter or regional] and nati	N REQUEST FO		8		
The undersigned AGO member hereby requests mentoring assistance through the AGO Mentor Program. The member states that the area of mentoring sought is as follows:					
The member requests a mentor or	1 the chapter	regional	national	level.	

AGO MENTOR AGREEMENT

Date

The referring officer has evaluated promptly the member's request for a referral and has made a referral by sending this mentoring agreement to each party. (This may be done by email or by regular mail.) The referring officer has completed this form by providing the information needed.

The member has requested assistance through the AGO Mentoring Program and states that he/she has reviewed the rules governing the program, along with other AGO documents, including the Code of Ethics, and agrees to abide by them. The member

agrees to engage one mentor at a time as to any one subject and agrees to make a good faith effort to resolve any problems or issues presented for mentoring. The member agrees to minimize costs and expenses associated with the mentoring by initiating phone calls, utilizing email, etc. The mentor and the member are active AGO members and agrees to remain so during course of the mentoring.

The mentor will decline mentoring any member where a conflict of interest exists and where a conflict of interest later develops. The mentor agrees to use his/her best judgment in timely advising the member and to provide timely assistance and advice only in connection with his/her area(s) of expertise, as listed and maintained by the referring officer(s).

All parties agree to maintain the confidentiality of all matters discussed and disclosed, orally or in writing, and hereby release one another and The American Guild of Organists from all liability in connection with the mentoring.

Referring officer's name	. .		
Phone number:			
Mentor's name:			
Phone number:			
Member's name:			
Phone number:			
Mentor's signature	Date	Member's signature	Date
	Referring officer	Date	