

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.

W. James Owen,
Councillor for Professional Development
wjasowen@aol.com

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:

(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

WRITTEN REQUEST FOR A MENTOR

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

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 on the chapter regional national level.

Member's signature

Date

Member's address:

Phone, fax and email address:

AGO MENTOR AGREEMENT

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

