



**MENTOR/INSTRUCTOR GUIDELINES**  
**FOR THE**  
**LEADERSHIP ADVANCEMENT PROCESS**  
**OF THE NW DISTRICT - LCMS**

1. He, assigned by the Director of LAP, will serve as a support person to the enrollee.
2. He will be in touch with the enrollee at least once every two weeks by telephone, personal interview, or by an instructional period.
3. His relationship with the enrollee is:
  - a) To aid the enrollee in a given course.
  - b) To make the enrollee comfortable and satisfied with the course as well as the entire program.
  - c) To stimulate the enrollee in a given course by regular, preferable once every two weeks, conversation, only incidentally determining whether the enrollee is mastering the course material.
  - d) To serve as an instructor in certain courses such as Bethel Bible Series, Wendt's Crossways and Divine Drama.
  - e) To encourage, pray for, and support the lay assistant in any way possible.
4. He will regularly be in touch with the Director or Administrator, who will call the mentor periodically.
5. He will be compensated for his services at a rate of \$75.00 for courses which he himself mentors, under the Video/Mentoring Model. This fee will be sent to the LAP office along with the video rental fee (\$50.00). It will be held in an account until completion of the course, at which time the mentor will be compensated for his services.
6. He will be compensated for his services at a rate of \$125.00 for courses taught under the Congregational Model. This fee will be sent to the LAP office to be held in an account until completion of the course, at which time the instructor will receive compensation for the extra time and effort required.
7. He will submit a written report to the LAP office on each enrollee after the completion of each course.
8. He may be asked to mentor an enrollee taking web-based (Internet) courses. This is particularly true of preaching, Lutheran Worship I, and Mission Outreach in Context.