Staff/Administration Undergraduate Spiritual Mentoring Policies and Procedures

Eligibility for Participation
1. Full-time and part-time, regular staff members/administrators will be eligible to apply after completing initial orientation period at APU. (Temporary staff will be eligible to apply through non-employee process).
2. Staff members must be at least 21 years of age.
3. Staff members must have completed Respect and Esteem training prior to participation, and Imago Dei training within their first year of participating as a spiritual mentor.
4. Staff members must have positive employment record in HR, including absence of harassment reports, positive annual reviews, etc.

Application and Approval Process
1. Staff/Administrators who are new spiritual mentors will be required to submit an application to the Spiritual Mentoring director (see list of programs), a recommendation form and signed permission from their supervisor, and a recommendation form from an APU colleague.
2. Spiritual mentors will also be subject to additional program-specific application procedures for all of the respective spiritual mentoring programs.

Note: Spiritual mentoring program directors will automatically submit names of all new and previously involved spiritual mentors to Student Life Office and Executive Director of HR, who will check HR records for any concerns regarding work productivity, emotional stability, and spiritual maturity (Clinton & Clinton, 1991; Koppel, 2004, Smith, Howard, and Harrington, 2005, and Wilson, 2001, as cited in Hunker, 2007).

Policies
1. Department supervisors are encouraged to maximize spiritual mentoring potential of undergraduate students by employees, while not compromising essential department productivity.
   a. Staff and administrators who are engaged in Spiritual Mentoring outside of the designated programs listed are encouraged to register these relationships with respective programs. Staff should be aware that they engage in continued spiritual mentoring outside of their job description or designated spiritual mentoring programs at their own risk with regard to liability.
   b. Staff members will be required to negotiate/communicate with their supervisors the day and time they will be participating.
2. If possible the spiritual mentoring hour should be taken as a volunteer hour for both exempt and non-exempt staff.
   a. Staff may elect to use the unpaid lunch hour or before and after work hours if they so desire. With supervisor permission, lunch times can be flexible to accommodate student schedules, but for non-exempt staff the lunch hour must be taken within five hours of when an employee begins their shift.
   b. Part-time staff will not be permitted to participate in spiritual mentoring during their work hours.
3. However, in order to accommodate student and employee schedules, staff may take one hour per week of “paid mentoring hour” time during the regular work day hours (shift) for spiritual mentoring, on a case by case basis with prior supervisor approval (provided that involvement in spiritual mentoring does not compromise individual or department productivity).
   a. Eligible staff members also have the option of substituting a mentoring hour for each of their two monthly chapel attendances as outlined in section 10.2 of Employee Handbook.
   b. Eligible staff may elect to combine 2 chapel hours per month and two paid mentoring hours per month, but may not exceed 4 hours per month (one hour per week) of spiritual mentoring participation during work hours.
   c. Staff may not report a spiritual mentoring hour that took place outside of work hours as having taken place during their work shift.
   d. All non-exempt spiritual mentors will be required to complete and submit an Absence Report (Green Sheet) indicating use of the mentoring hour each pay period (max of 1 paid mentoring hour per week for non-exempt staff, upon approval) along with their time card.
   e. Non-exempt staff shall not be permitted to work more than eight hours (including spiritual mentoring hour) on days they participate in spiritual mentoring. Staff may not receive overtime wages for a spiritual mentoring hour.
   f. Some mentoring commitments are more than one hour per week. Additional hours beyond one hour per week are unpaid, volunteer hours and must take place during lunch, before or after work hours.
   g. The spiritual mentoring hour used each week is in addition to flex day, accrued sick and vacation time which the employee is earning at Azusa Pacific University.
   h. Employees are not allowed to accrue or combine any of these spiritual mentoring hours to be used for a personal day or time off with pay.
   i. Exempt employees will NOT receive additional compensation for spiritual mentoring.

4. New spiritual mentors will be asked to attend a mandatory training offered multiple times per semester (experienced spiritual mentors are also invited). Training will not exceed two hours, so as to not infringe upon overall staff productivity, and will also be offered after business hours.

5. Spiritual mentors and students will sign a spiritual mentoring covenant (see Clinton, 1991).

6. A process of mutual evaluation (mentor and mentee) and assessment will be implemented to monitor quality and progress (see Clinton, 1991).
Ethical Guidelines for APU Staff Spiritual Mentoring

1. Given the inherent power differential in the spiritual mentoring relationship, spiritual mentors must display sensitivity to diversity issues, including racial, ethnic, cultural, socioeconomic status, and theological diversity.

2. Spiritual mentors must display pastoral sensitivity to student’s holistic development, and refer student to other Student Life offices as appropriate for care when needs arise outside the scope of spiritual mentor’s level of knowledge, training, and expertise.

3. Appropriate ethical boundaries must be observed at all times. HR, Student Life, Campus Pastors Office, and Spiritual Mentoring Program Directors reserve the right to address potential ethical violations (such as spiritual abuse, inappropriate touch, inappropriate emotional boundaries, etc.) with staff employees, involving supervisors and university administration as appropriate.

4. In order to avoid unethical dual relationships, APU staff will not be permitted to enter into formal, spiritual mentoring relationships with students who are currently student-workers in their department, or are likely to become student-workers in their department.

5. The mentoring hour must take place in a public area, preferably on campus, or APU office that has an uncovered window and an unlocked door. (Note: Staff are strongly discouraged from meeting with students alone off campus, and must meet alone only with a same gender student. Meeting off campus with small groups - which may be mixed gender - is permissible if appropriate precautions are taken to enable full compliance with employee handbook and ethical standards. Staff are not permitted to transport students in staff-owned personal vehicles for liability reasons.)