

# 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:



