**Mentor / Mentee Accountability Agreement**

1. As a mentor / mentee, I understand that the Metanoia Mentoring Ministry is inter-denominational, seeking to emphasize common areas of the Christian faith pertaining to salvation and spiritual growth rather than issues that may cause division and confusion. We will therefore strive for unity in the essentials, liberty in the non-essentials, and love in all things.
2. As a mentor / mentee, I agree to abide by the rules governing certified volunteers and incarcerated persons (respectively), all rules of the host facility and State Department of Corrections, and the guidelines set forth by the Metanoia Mentoring Ministry leadership team.
3. As a mentor / mentee, I understand that lapses in judgement, misinterpretation of policies, or strong friendships may lead to the overlooking or breaking of rules. Therefore, I will be accountable to:
	1. Not ask my mentoring partner to violate any rules and regulations;
	2. Challenge my mentoring partner if I have any concern that their requests or actions may violate rules and regulations;
	3. Resolve any questions about the host facility rules and regulations through the Metanoia Mentoring Ministry leadership team or the host facility’s Chaplain’s office, understanding that there is no harm in asking for clarification.
4. As a mentor / mentee, I will notify the Metanoia Mentoring Ministry staff or Chaplain’s office (respectively) of changes in my schedule that would prevent me from participating in the program.
5. As a mentor / mentee, I understand that my participation is voluntary and that, if at any time I am unwilling or unable to follow the Metanoia Mentoring Ministry guidelines, I will resign / withdraw from this program.
6. As a mentor / mentee, I understand and agree to abide by the following set of general rules:
	1. Mentors will bring only essential items into the facility – official ID, car keys, and materials needed for the mentoring session.
	2. Personal effects are to be left in locked vehicles and stowed away from view.
	3. No item that may be used as a weapon shall be carried into the host facility or be received by a mentee.
	4. No firearms may be brought onto facility premises even if locked in car.
	5. Cell phones shall not be brought into the facility.
	6. Chewing gum, mints, and candy are not permitted.
	7. Mentor dress is casual. Full-length trousers are required. There shall be no tight revealing apparel, or open-toed shoes. Unnecessary layers of clothing are to be avoided.
	8. Mentors and mentees cannot pass anything to / from each other apart from the materials needed to facilitate the mentoring class on the date of meeting. Any exchange of other items must be handled through the Chaplain’s office. Books and workbooks used for mentoring must be pre-approved by the Chaplain and submitted according to the policies enforced at the time. Papers germane to the lessons may be left with a mentee with proper approval from the Chaplain.
	9. If a mentor must carry medication, limit the amount to what would be needed within a two-hour period and declare all medications to the checkpoint corrections officer. Under no circumstances are any medications or drugs to be provided to any inmate at any time.
	10. Mentors are not allowed anywhere else in the facility but where they are brought for the program.
	11. If at any time a corrections officer issues an order, all mentors and mentees must comply immediately.
	12. Mentors and mentees will hold shared information in confidence, and not gossip or talk about other mentees or mentors behind their backs.
	13. Mentors do not give and mentees will not request:
		1. Legal advice
		2. Gifts or money in person or through the mail
		3. Personal information, such as home address, phone numbers, etc.
		4. Anything from the outside
	14. A mentor may not send or carry messages, written or verbal, to a mentee’s friends or family. Mentors shall not have dual relationships with mentees and their families.
	15. A mentor may not bring anything out of the host facility that they did not have with them when they first entered, including books, cards, or letters. All such items must be transmitted through their appropriate channels.
	16. No mentor shall enter into any business arrangement with a mentee, nor perform any personal services for mentees or members of their families while the mentee is incarcerated. Should a mentor desire to aid a mentee in some capacity following their release, the mentor should first notify the Metanoia Mentoring Ministry leadership team.
	17. Electronic communications (JPAY, ConnectNetwork, etc.) may be used between mentors and their respective mentees **ONLY IF APPROVED BY THE FACILITY/STATE AGENCY**. (*Not every state allows this.*) Approved electronic communications must abide by host facility and DOC regulations. No stamps may be added to a mentee’s account apart from the one return postage stamp permitted to reply to a mentor’s communication.
7. A mentor will not become involved in a mentee’s case by contacting parole or probation officials, State officials, or anyone else without the expressed permission of the Chaplain’s office.
8. Mentees are responsible for advising mentors of all current host facility visitation policies.
9. As a mentor / mentee, I agree that I will make every attempt to uphold the spirit as well as the letter of this agreement. I understand that failure to comply with host facility, Department of Corrections, and Metanoia Mentoring Ministry policies could give cause for dismissal from the program. Therefore, I will seek to honor God in all we do for the benefit of each other and for future classes of mentors and mentees.

**Mentor Signature** **Mentee Signature**

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**Mentor Printed Name**  **Mentee Printed Name**

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**Date** **Date**

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