

Canada Central District Board of Ministry

Mentoring

Report Form for Pastor Mentors and Students

This form should be used by Mentor and Student to guide the mentoring meeting. Together, Mentor and Student write a report after every meeting according to the following structure:

SOAP Subject **O**bservation **A**ssessment **P**lan

Subject: What was discussed? (might be multiple subjects)

Observations: What did the mentor see or notice? How did the student seem while discussing this?

Assessment: What conclusions did they agree upon or what do they think is happening?

Plan: What is the next step?

Student _____ **Mentor** _____ **Date** _____