



## GUIDELINES TO COVENANT MAKING



A covenant is a written agreement between two parties for the performance of some action. It is a foundation for you and your US/C2 missionary to know, understand, and work toward the same objectives and goals. The covenant is intended to supplement and be in harmony with the job description, but is not a substitute for it. The following are guidelines to assist in the development and implementation of a covenant.

### What to covenant?

- **Expectations.** What has to be done and when should be very clear. The missionary must know what is expected in advance in order for them to be adequately prepared.
- **Behavior.** Clear communication of appropriate behavior will contribute to the success of the missionary.
- **Relationships.** Schedule time each week to meet with the missionary to review goals, answer questions, and provide support by developing a quality relationship with you as their supervisor.
- **Finances/Resources.** Provide the appropriate materials and resources the missionary will need in order to complete the assigned tasks. Communicate from the beginning what will and will not be available.
- **Learning.** Personal and spiritual growth needs of the missionary must be a part of the covenant. These are not assigned, but are mutually agreed upon in discussion with the missionary.
- **Supervisory Structure.** When, where, and how will evaluation take place? When and where will the supervisory conference occur?
- **Schedule.** It is vital that the missionary understand when work and other expectations should be accomplished. They must have time for preparation or study needed to effectively accomplish tasks. It is mandatory that the missionary should know when they are to work and when they are to be off.

### Form of the Covenant

- **Needs/Objectives.** Write broad-based statements of what the missionary should accomplish.
- **Goals.** List goals necessary to achieve the objectives. Each goal should be specific, attainable, and measurable.
- **Action Plans/Tasks.** List specific actions necessary to accomplish the goals.
- **Evaluation.** A date and place should be set to evaluate the accomplishment of objectives, goals, and tasks. This should be constructive. The missionary should grow and learn from this time, not dread it. The evaluation should honor the agreed upon items of the covenant.

[Click here](#) for sample covenants.