

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/C-2 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 you in the development and implementation of a covenant.

What to covenant?

- **Expectations.** The expectations of what has to be done and when should be very clear. Your missionary must know what is expected of them in advance in order for them to be adequately prepared.
- **Behavior.** Clear communication of appropriate behavior will increase the success your missionary has with you and the field of service.
- **Relationships.** Make a scheduled time each week for you and your missionary to meet 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. Let them know 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 carry out their 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 down 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, not destructive! Your missionary should grow and learn from this time, not dread it. The evaluation should stick to the agreed upon items of the covenant.

US/C-2 Covenant

Missionary _____ Supervisor _____

Location of Service _____

Date of Covenant Review _____

Objective # 1: (A broad-based statement of one thing you need to accomplish.)

Goals: (For objective # 1) They must be specific, attainable and measurable.

1.

2.

3.

Action Plans: (For goal # 1) Specific things you will do to achieve goal # 1

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Action Plans: (For goal # 2) Specific things you will do to achieve goal # 2

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Action Plans: (For goal # 3) Specific things you will do to achieve goal # 3

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Objective # 2: (A broad-based statement of a second thing you need to accomplish.)

Goals: Specific, attainable and measurable things to achieve objective # 2.

1.

2.

3.

Action Plans: (For goal # 1 of objective # 2)

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Action Plans: (For goal # 2 of objective # 2)

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Action Plans: (For goal # 3 of objective # 2)

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Objective # 3: A broad-based statement of the third thing you need to accomplish.

Goals: Specific, attainable and measurable things to achieve objective # 3.

- 1.
- 2.
- 3.

Action Plans: For goal # 1 of objective # 3

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Action Plans: For goal # 2 of objective # 3

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Action Plans: For goal # 3 of objective # 3

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NOTE: Continue adding objectives, goals and action plans until you have covered everything that you believe is essential to the ministry of the missionary. At least one objective should relate to the personal and spiritual growth needs of the missionary.

Planned date of evaluation: _____

Location of evaluation: _____

Items agreed upon to review at next meeting:

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