

# Daughters of the Nile



## Mentor Resource Guide

## ESTABLISHING A TEMPLE MENTORING PROGRAM

### STARTING AND MAINTAINING YOUR PROGRAM

1. Temples need to ensure that they have a Membership Committee. It is recommended that the committee consist of a Membership Chairman, a Vice-Chairman, Supreme Goodwill Ambassador (if the Temple has one), Princess Recorder, and at least three other Ladies of the Household. There is no limit to the number of members who may serve on the Temple Membership Committee.
2. The Membership Committee is responsible for the Mentoring Program.
3. A Chairman of the Mentoring Program should be appointed by the Membership Chairman – it does NOT have to be the Membership Chairman. If your Temple is not large enough for both, that is OK.
4. The Mentoring Chairman needs to work closely with the Membership Committee as well as the Temple's Princess Recorder and Queen.
5. Create a pool of Mentors from volunteers or recommended members. Each Club, Unit, and geographical area should be represented.
6. To keep track of your pool of Mentors, consider creating a simple Excel file with the names, addresses, phone numbers, email addresses, and the date of Mentor Training along with any other pertinent information agreed upon by the committee (see the Mentor and Mentee tracking example).
7. Identify qualified instructors for your Mentoring Training Sessions. This may include members of your Membership Committee, Supreme Temple Membership and Public Relations Committee, Past Queens, or other motivated and enthusiastic members.
8. Organize the agenda, materials, time, and place for an approximate one-hour Mentoring Training Session.
9. Training Sessions may be done in person or virtually via Zoom or other video communication system. Please use the materials prepared by the Supreme Temple Membership and Public Relations Committee located on the Daughters of the Nile Website, [www.daughtersofthenile.com](http://www.daughtersofthenile.com)

10. As more Mentors are needed, continue to offer Mentor Training Sessions; --at least once annually is recommended. Mentors are invited to take a refresher course each year.
11. The Mentor Chairman, along with the Queen, assigns the Mentor to the Mentee. This should be done at the time the Proposal for Membership is voted on and the lady is invited to membership. The following factors should be taken into consideration when assigning a Mentor:
  - a. Mentors' and Mentees' ages
  - b. Interests
  - c. Geographical location
  - d. The Mentor and Mentee should not be related, and if possible, not one of the two ladies who proposed her for membership.
12. Once the Mentor is assigned to the Mentee, this information should be updated in the tracking guide that is used by the Temple, i.e., Excel Workbook. This way the Mentor and Mentee are listed together, which will allow for a more equal distribution of new Members to trained Mentors. No one person will feel overwhelmed. It is also suggested that the Queen NOT be a Mentor during her year as Queen.
13. Provide the Mentor with the Mentee's contact information along with a copy of the Mentor Report Form (see a copy of the form included on the website).
14. The Mentor should be given the names of the two members who proposed the Mentee so that she can ensure they are invited to the Ceremonial.
15. The Princess Recorder should include the name of her Mentor in the Mentee's Letter of Invitation to membership.
16. A member commits to mentoring a new Princess for a period of one year. While they may become fast friends and still lean on each other after that, the Mentor would then be available to mentor a new Princess.

## WHAT A MENTOR NEEDS TO KNOW:

Mentors do not need to know everything; however, they must have current knowledge about, or know how to access, the following information:

- The History of Daughters of the Nile
- How the Supreme Temple came about and its purpose
- How, when, and where the Supreme Temple meets
- Bylaws of the Supreme Temple, Subordinate Temple, and Clubs and Units
- Protocol of Daughters of the Nile
- The Ritual – be able to explain the content
- The Secret Work – be able to explain how it is used in the Temple
- How Subordinate Temples are named
- The number of Subordinate Temples and their locations
- Shriners Hospitals for Children® locations
- Current total membership in Daughters of the Nile
- The Daughters of the Nile website and where to find items of importance
- The Daughters of the Nile Foundation
- The Daughters of the Nile Canadian Foundation

## THE ROLE OF THE MENTOR:

The role of the Mentor can be divided into two parts –

1. Prior to the Ceremonial
2. Following the Ceremonial

## PRIOR TO THE CEREMONIAL:

- Make a personal contact with the Mentee and fill out the Mentor/Mentee Report Form.
- Offer to meet for lunch or coffee as a “Get to Know You.”
- Explain why you joined Daughters of the Nile. This is the start of teaching her the values of her choice to join the Order.
- Explain the Dress Code, both for Ceremonials and for Stated Sessions.
- Explain the timing of events on the day of the Ceremonial. Review the Letter of Invitation to membership she received from the Princess Recorder.
- Ensure that she has transportation to the Temple on the day of the Ceremonial. If she does not have transportation, offer to pick her up.
- Ensure that the members who signed the Mentee’s Proposal are aware of the date of the Ceremonial and confirm they will be able to attend.
- Be prepared to answer any questions that are appropriate at this time.

## FOLLOWING THE CEREMONIAL:

Some Temples give information packets to the Mentee on the day of the Ceremonial. Be sure to review the following information with your new Princess and ensure that all the information is covered and understood:

- Traditions of your Subordinate Temple
- The most recent copy of the Temple Newsletter
- The Dress Code, as stated in the Supreme Temple Protocol, and the dress code traditions of your Subordinate Temple
- How to address the Queen
- How to address the Supreme Queen
- How to give the Salutation Sign, Supreme Honors, and when they are used
- How to enter and leave the Temple while it is in session
- What the raps of the gavel mean
- How to obtain the Password and what to do if you forget the Password
- Inform her that the word "Selah" is used in response after prayer
- Our meetings are called Sessions
- A Ritual and other Supreme Temple publications may be obtained, at a cost, from the Princess Recorder. A member may borrow copies from the Temple.
- How she became a member and how to propose others for membership. Ensure she has traditional Proposals for Membership and Pocket Proposals for Membership.
- The History of Daughters of the Nile, as well as the history of your Subordinate Temple, Clubs, and Units
- The Bylaws of The Supreme Temple Daughters of the Nile, as well as your Subordinate Temple Bylaws

- The Daughters of the Nile Foundation and the Daughters of the Nile Canadian Foundation, including the Convalescent Endowment Fund (CEF) and the Convalescent Relief Account/Fund (CRA/CRF).
- My Gift Program
- The Daughters of the Nile Website, [www.daughtersofthenile.com](http://www.daughtersofthenile.com)  
Encourage her to spend some time just looking around the site. There is a wealth of information which may spark other questions from her!
- The *Nile Connection* and the sign-up process on the home page of the Daughters of the Nile website

## ONGOING ACTIVITIES:

- Introduce the Mentee to as many members of your Subordinate Temple as you can on a continual basis.
- The first three Stated Sessions your Mentee attends are the most critical!
- If possible, sit with the Mentee at Stated Sessions. If you are a Temple Officer, arrange for another member of the Temple to sit with her.
- Encourage the Mentee to join a Club or Unit. Introduce her to the Club and/or Unit President. Inform her of the purpose of each group.
- Explain the different committees in your Subordinate Temple. See if she would be willing to serve on a committee or maybe even serve as an officer – someday.
- Explain who the Temple Officers are and the duties of each station.
- If you are able to visit neighboring Temples, ask your Mentee if she would like to travel with you. Be sure to introduce her to the members of the Temples you visit.
- Explain how and when articles are collected for the Hospitals and how she can assist--for example, attend sewing sessions, collect other necessary items, or make deliveries to the Hospital.
- If there is a Hospital in your area that has a volunteer staff, get her involved with volunteering at the Hospital or Clinic.
- When it is time to register for Supreme Session, be sure she knows what your Subordinate Temple traditions are regarding attending the convention. Offer to help her with registration and choosing the events and meals she should attend.



- Keep a record of your contacts with your Mentee and return the Mentor/Mentee Form to the Mentoring Chairman.
- Be a good listener and advisor!!!

## MEMBERSHIP AND PUBLIC RELATIONS

### MENTOR/MENTEE REPORT FORM

**MENTEE:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PREFERRED METHOD OF CONTACT:

PHONE ☐

TEXT ☐

EMAIL ☐

**MENTOR:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CONTACT WITH MENTEE**

DATE: \_\_\_\_\_ PHONE CALL: ☐ VISIT: ☐

**NOTES:**

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## MENTOR CERTIFICATE - SAMPLE ONLY

Fillable version available on the Daughters of the Nile Website



A sample mentor certificate template with a decorative green border. The text is centered and reads:

CERTIFIED  
DAUGHTERS OF THE NILE  
MENTOR

Awarded this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Is Hereby Recognized As a Certified Daughters of the Nile Mentor  
She Has Completed the Necessary Training Course  
For The Purpose Of Mentoring Candidates and New Members,  
And She Always Strives to Achieve Great Satisfaction.

Temple Seal \_\_\_\_\_ Queen \_\_\_\_\_ Date \_\_\_\_\_

## RESOURCE GUIDE

1. Nile websites
  - a. [www.daughtersofthenile.com](http://www.daughtersofthenile.com)
  - b. [www.donfdn.org](http://www.donfdn.org)
  - c. [www.donctf.ca](http://www.donctf.ca)
  - d. Subordinate Temple Facebook page, if applicable
  - e. Subordinate Temple Website, if applicable
2. The following resources are available from the Supreme Temple Membership and Publications Committee:
  - a. Mentor Training Presentation 2021 (a PowerPoint presentation that can be customized by your Temple)
  - b. Mentor Resource Guide
3. The following items are available from the Princess Recorder:
  - a. The “Green Binder”
    - i. Articles of Incorporation
    - ii. Supreme Temple Bylaws
    - iii. Subordinate Temple Bylaws
    - iv. Protocol
    - v. Manual of Procedures
  - b. Ritual of Daughters of the Nile
  - c. Floor Charts for Subordinate Temples
  - d. *A History of the Founding of Daughters of the Nile*
  - e. Traditional Proposals for Membership and Pocket Proposals for Membership
  - f. *Everything You Need to Know to Be a Princess* (Nile 101 Training)
  - g. Reference Book for Ceremonial Assistants
  - h. *Top 10 Questions of a Prospective Member* brochure (also available to download on the Daughters of the Nile website)
  - i. Temple Directory, Member Roster, and/or Yearbook
  - j. “Map of Possibilities” (can be designed for any Temple)
  - k. Your Temple Traditions

3. Other valuable tools

- a. Temple Newsletter
- b. Your personal “Elevator Speech”
- c. The Members of your Temple
- d. The Chairman of the Temple Membership Committee and the Committee Members

NOTES	LAST	FIRST	1ST SIGNER	2ND SIGNER	MENTOR	EMAIL	ADDRESS	CITY	STATE	ZIP	PHONE	BALLOTTED	LETTER SENT	INITIATED

Your Mentee Tracking can include all or some of the following:

- Notes from Mentor Contact
- Last Name
- First Name
- 1<sup>st</sup> signer
- 2<sup>nd</sup> signer
- Name of Assigned Mentor
- Mentee's email address
- Mentee's mailing address
- Mentee's phone number
- Date she was proposed
- Date she was balloted upon
- Date Letter of Invitation was sent
- Date of Initiation

MENTOR CLASS DATE	LAST	FIRST	PQ? (Y/N)	EMAIL	ADDRESS	CITY	STATE	ZIP	PHONE	MENTEE	DATE ASSIGNED

Your Mentor Tracking can include all or some of the following (and can be included in the same workbook):

- Date the Mentoring Class was held
- Mentor's Last Name
- Mentor's First Name
- Is she a Past Queen?
- What is her current office?
- Email address
- Mailing address
- Phone number
- Name(s) of Mentee(s) assigned to her
- Date Mentee assigned

## Notes

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