

Introduction to Christian Leadership Coaching

Welcome to VALWOOD's Introduction to Christian Leadership Coaching Virtual Class.

We are pleased that you have chosen to begin your coach training adventure through VALWOOD Christian Leadership Coaching with this introductory course.

The successful completion of this introductory course prepares you for the face-to-face Foundations of Christian Leadership Coaching class, six mentor coaching sessions, three teleclasses, and one face-to-face Advanced Coaching class which complete your certification as a coach from Valwood Christian Leadership Coaching (see schedule and registration information at www.valwoodcoaching.com).

Welcome to the beginning of learning to move people and organizations from dialogue to action!

Benefits of VALWOOD Christian Leadership Coaching

HELPS Christian Leaders...

- Achieve more, in less time, with greater life and ministry satisfaction
- Get where they want to go, do what they want to do, and achieve what they want to achieve in life and ministry
- Achieve their God-inspired best in life and ministry
- Grow forward in faith and function with the partnership of a coach
- Reach their full kingdom potential in life and ministry

MOVES Leaders and Organizations from Dialogue to Action by...

- Transitioning Christian leaders and their ministry setting
- Accelerating the pace and depth of learning for Christian leaders
- Clarifying the spiritual and strategic journey for Christian leaders

ENCOURAGES and Supports Leaders and Organizations Facing Change to...

- Pursue and perfect excellence in the practice of ministry
- Grow in self-management and focus

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(828) 441-3146



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Course Objectives

As you are sitting in front of your computer getting started, you've noticed, we're sure, that you're alone and that no one is in the training room sitting next to you. Because we want this to be a rich learning experience, we want to share some thoughts on how to get the most out of the training. First, as you go through the following pages, we encourage you to click every button and actively participate in all the exercises as if one of us were right there with you.

Throughout the course you will find exercises to help you practice what you're learning and activities to help you internalize the information.

If you were learning this in a traditional training room, you would be doing the exercises with partners in real time. Since we're in a virtual training setting, we encourage you to take the time to practice the concepts and to be aware of what is occurring in yourself and with others. You'll be asked to log your responses. At the end of the course, we'll be reviewing your responses. Feel free to write down any questions you have that you want answered.

Click Here to download the Response Document . You'll need to save this Word document on your computer and record your responses to questions throughout this on-line course.

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Objectives

It is our desire that coaching will contribute to your journey as a congregational leader and will be an exciting addition to your leadership style. This material is designed to assist you in understanding what coaching is all about, how to be effective as a Christian coach, and how to utilize coaching skills with others.

Our objectives for this training include:

- To introduce you to the foundational concepts of coaching including basic skills and a process for coaching
- To have you see Scripture as the definitive resource for coaches
- To share with you key distinctions between coaching and other developmental models
- To help you understand the options for coaching relationships, contracting, and the first session
- To equip you to determine if coaching is a personal area of strength
- To make sure you have fun in the process!

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Coaching Context

Coaching can take place in many kinds of relationships and can be either formal or informal.

Formal coaching relationships – short or long term

Informal coaching relationships – as a part of brief conversations

Language for “the person being coached”– what to call this person: client, partner, coachee, pbc (person being coached), etc.

Coaching conversations as distinct from pastoring conversations – being aware of and staying in the role of coach.

Throughout this Virtual Class, you will be given various “homework” assignments. For each assignment, record your responses in the Response Document you downloaded to your hard drive. You'll need to save this document each time you add a response to it.. You must submit this document at least two weeks prior to participating in the On-site Foundations class in order complete this course. If you have any questions about the response document contact Kim Duncan - KDuncan@Hollifield.org.

***Your first assignment is to visit the ICF website at www.coachfederation.org and review the 'For Future Members' tab of the site.**

Also, visit the following sites and browse the content related to Christian Coaching:

www.congregationalresources.org/bullard.asp

www.hollifield.org

www.christiancoaches.com

www.garyrcollins.com

www.christiancoachinginstitute.com

What were two new learnings about coaching? What questions about coaching does this bring up for you?

Open the Response Document and record your answers for assignment 1.

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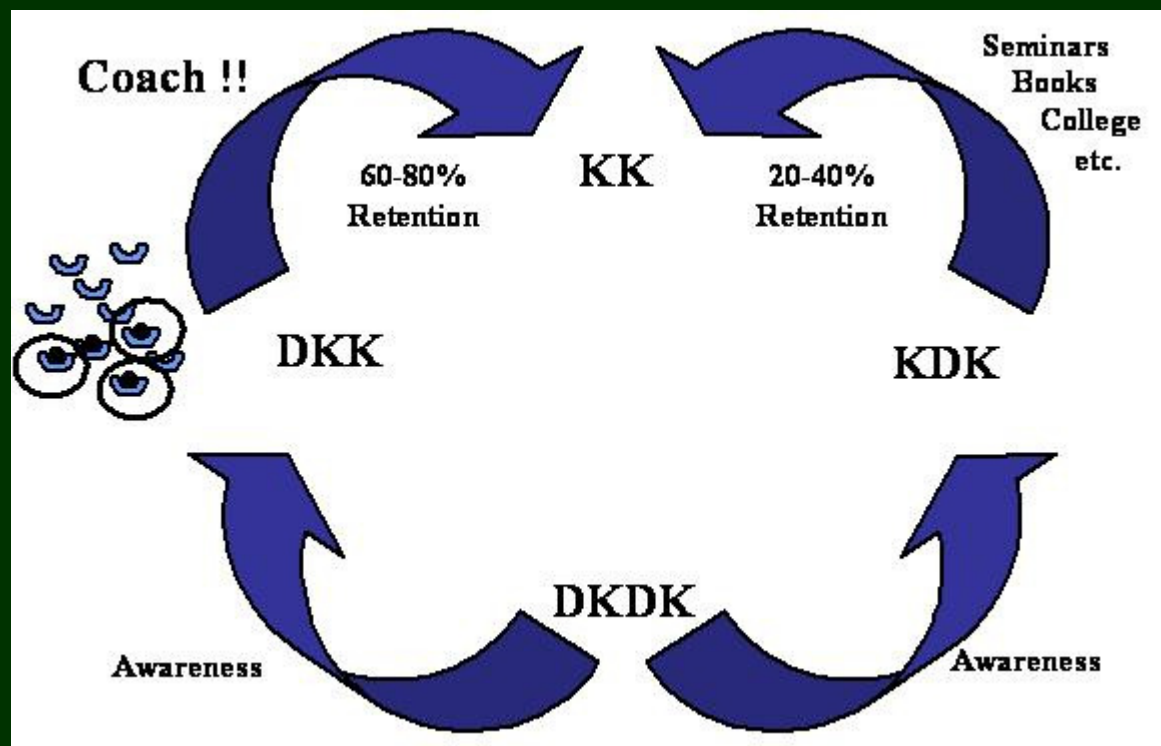
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Coaching Context

Why Coaching? Why are we introducing these concepts as a valid and valuable tool for leading others? How is Coaching an effective way to help others make progress in their lives and ministries?

In the Knowledge Model below, Jane Creswell explains why coaching can be more effective than other methods for helping people achieve their goals.



[Click Here](#) to view a video explanation of the Knowledge Model

In summary, you will want to remember two main points from this chart:

1. We use coaching skills to facilitate connecting existing pieces of information for new learning.
2. Coaching is very effective because of higher retention of that learning with a smaller investment of time

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The ICF Philosophy of Coaching

The International Coach Federation adheres to a form of coaching that honors the client as the expert in his/her life and work, and believes that every client is creative, resourceful, and whole. Standing on this foundation, the coach's responsibility is to:

- Discover, clarify, and align with what the client wants to achieve
- Encourage client self-discovery
- Elicit client-generated solutions and strategies
- Hold the client responsible and accountable

[Click Here](#) to view "What is Coaching" Video

From Transformational Leadership Coaching website:

A recent survey of seminary graduates asked what they felt they'd missed or was most needed in the curriculum. Their top answers:

1. Being coached or mentored by an experienced leader
2. Developing other leaders
3. Conflict Resolution
4. Team Building
5. People Skills and Interpersonal Communication

Other Definitions of Christian Coaching

"Christian coaching in the postmodern world needs to step beyond the boundaries of control established by past Christendom. Openness to mystery, receptivity to the irrational and unexpected, and readiness to be seized, shaken, and stirred by an ultimately unknowable God are not virtues in which Christendom churches normally excel."

- Thomas G. Bandy, *Coaching Change*

"Coaching develops character, life skills, spiritual pathways and the embracing of new life transforming truths."

- Edward H. Hammett, *Reframing Spiritual Formation*

Christian Coaching

Christ's Vision and Mission

+ Scriptural Principles

+ Christ's Presence

+ High Standard Of Excellence As A Trained Coach

= Christian Coaching

Christian Coaching

IS NOT.....

Christians doing Coaching

*Assignment - Do a [Google](#) search on 'Christian Coaching' and go to four websites. What did you learn about the definition and profession of Christian Coaching?

Open the Response Document and record your answers for assignment 2.

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Definition of Coaching

Key Distinctions: Coaching - Consulting - Counseling - Mentoring - Managing

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Coaching

The simplest definition of coaching is "a collaborative relationship which forwards action or deepens understanding, based on trust and integrity. Coaching focuses on the goals, development and dreams of the person being coached, with specific expectations for growth." One of the best definitions we've read is from Dennis Kinlaw, in his book Coaching for Commitment.

"Successful coaching is a mutual conversation that follows a predictable process and leads to superior performance, commitment to sustained improvement, and positive relationships."

The International Coach Federation (ICF) defines coaching on its applications for the Professional Certified Coach (PCC) and Master Certified Coach (MCC) Credentials in this way:

"Professional Coaching is an ongoing partnership that helps clients produce fulfilling results in their personal and professional lives. Through the process of coaching, clients deepen their learning, improve their performance, and enhance their quality of life."

Coaching is about giving support, inspiring, challenging, modeling trust and integrity, facilitating growth and change, and partnering for success. The goal of coaching is the development, growth, and success of those being coached. Coaching is supportive, respectful, encouraging, curious, positive. Coaching is about positive movement.

Consulting

Consulting usually implies an expertise in specific areas, with an emphasis on sharing that expertise. Consultants will tell the person what to do while coaches help the person to determine what to do from within himself or herself.

Managing

Managing is work focused, with stated goals and performance evaluation. It involves identifying needs/goals, coordinating, delegating, implementing, supervising, providing feedback and measuring outcomes. Using a coach approach would affect some of these processes, and is being used effectively to deal with the people side of management. Managing can include coaching to benefit individuals, the team, and the organization. Managers manage projects through people .

Teaching

Teaching may be defined as the systematic, objective passing on of knowledge. Learning tends to depend upon the expertise of the teacher who provides the information that needs to be mastered, similar to training. Coaches will teach, share insights, and give advice when requested, but this type of knowledge transfer is not the norm. The coach does, however, need to be aware of making an intentional shift between roles.

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Training

Training is defined as the transmission of skills by an expert to others. The focus is on content and presentation. In addition, a significant amount of hands-on experience is involved in any training process. The coach approach to training would involve the person being coached in designing the training experiences.

Mentoring

Mentoring is relationship-based, resulting in life and knowledge transfer. The focus is life-on-life modeling. Mentors share their own successes and learnings. Coaches focus on and draw out the other's successes and learnings. A mentor is a person in a position to have a relationship from which the mentor can act as trusted counselor or guide, usually within the same industry or specialty field.

Counseling

Coaching focuses on:

The present and future

Action

Achievement

Being proactive and creative

Counseling focuses on:

The past and present

Understanding

Healing

Resolving

***Assignment - What did you learn about the distinctions between coaching, mentoring, and consulting?**

Open the Response Document and record your answers for assignment 3.

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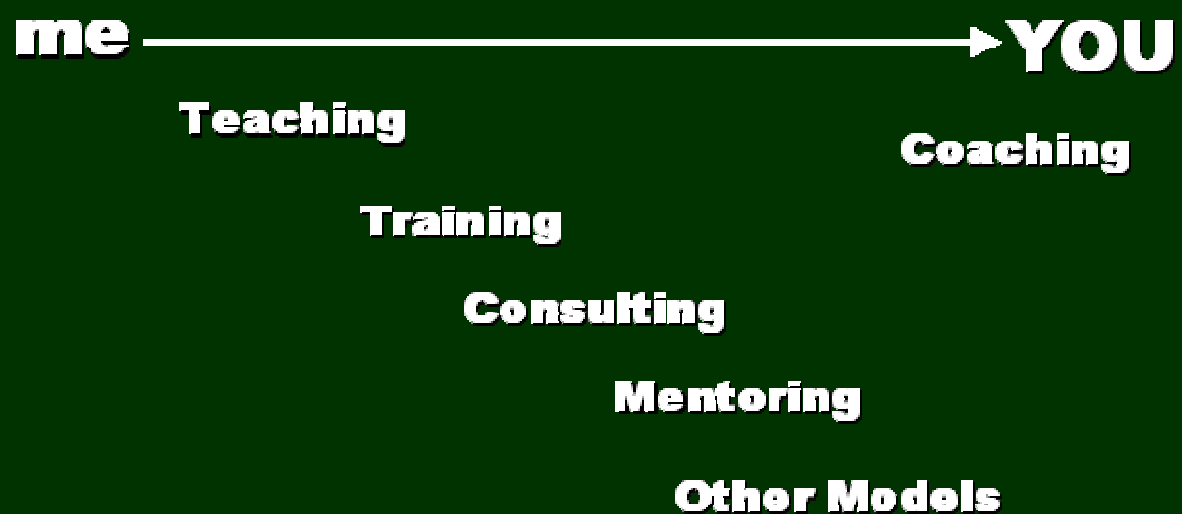
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Key Distinctions: Coaching - Consulting - Counseling - Mentoring - Managing

Me - to - You Continuum



The "me-to-you" index represents the level of input from the giver to the receiver. In all other modalities except coaching, the person doing the teaching, training, consulting, mentoring, etc. is considered to be the expert. While the transfer of the expertise varies in form depending on the modality, the person receiving the input is considered to have fewer answers and less expertise in the area.

For example, in teaching, the teacher has the content and presents it to the student. In consulting, the consultant has the answers/expertise and passes it on to the receiver. However, in coaching, the coaching process presupposes that the person being coached is the expert and has the answers/solutions. The coach's "job" is to facilitate the coachee's ability to get to his or her own solutions. The "me" side of the equation (the coach) is low—the "you" side of the equation (the coachee) is high. In coaching, the me-to-you index is low.

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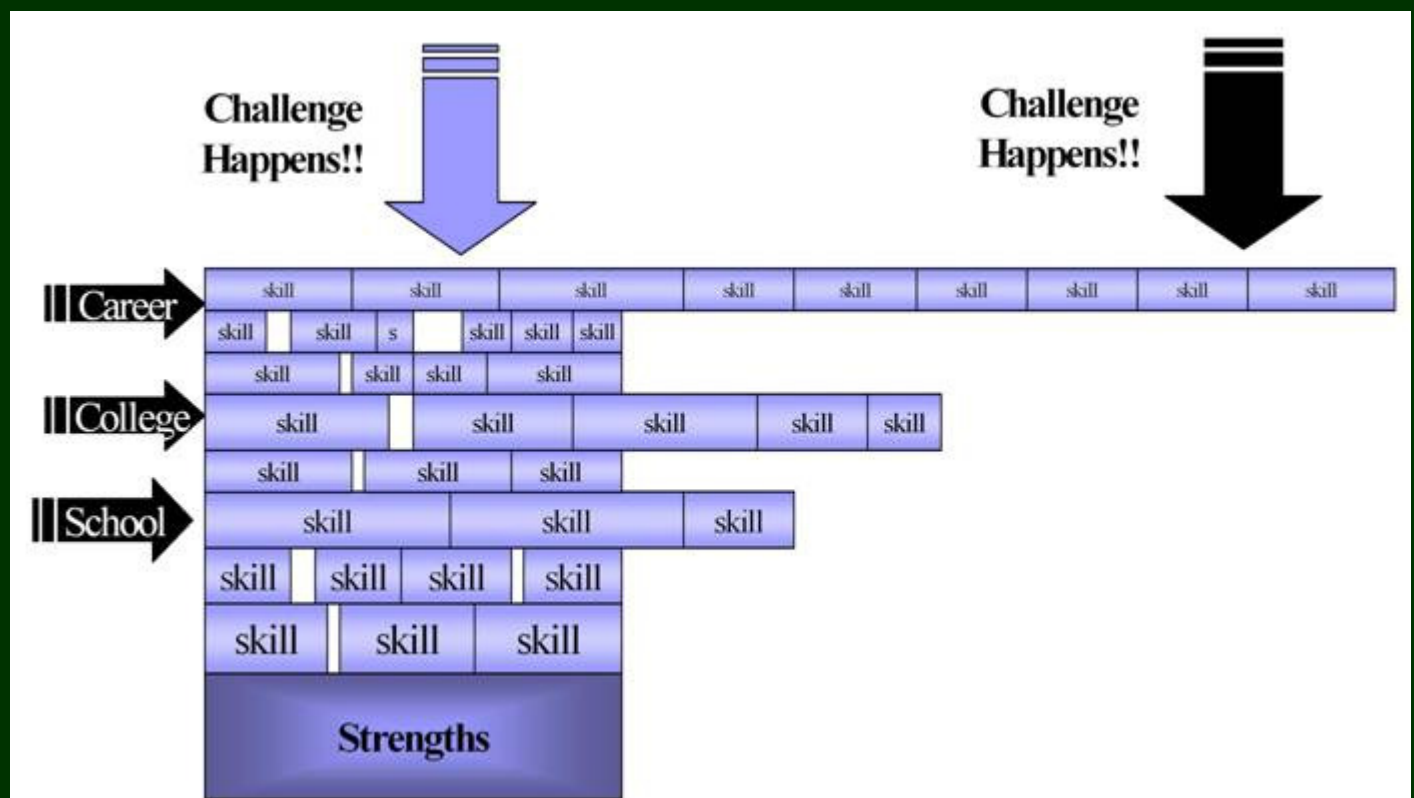
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Coaching Assessments

Strengths vs Skills Model



[Click here](#) for an explanation of the Strengths vs Skills Model

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Coaching Skills and Process

Hourglass Model

What a coaching conversation looks like:



Top of the hourglass - clarifying and focusing the conversation

Center - narrowing to a specific focus that is actionable

Bottom - exploring, identifying and aligning actions with focus

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Coaching Skills

Input Skills

- Listen
- Observe
- Receive Insight from the Holy Spirit

Output Skills

- Ask Powerful Questions
- Encourage
- Deliver Concise Messages

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Input Skills

Listen

- Be fully engaged and focused
- Avoid distractions
- Don't interrupt
- Use casual phrases
- Paraphrase what's said
- Listen and learn, following the conversation and clarifying briefly as needed.

Coaches are masterful listeners.

"Masterful" – adj., having or reflecting the technical, artistic, or intellectual power and skill of a master (n., qualified to teach apprentices).

Adapted from Webster's Dictionary

"Masterful" – adj., having or reflecting the skills of the Master (n., Jesus Christ).

Adapted from The Holy Bible

Scriptural Examples of Listening

From *The Leadership Bible on Communication*

James 1:19 - Listening is an urgent priority

Proverbs 18:13 - Listen before answering

Proverbs 18:2 - Listen to understand

Psalms 19:1-11 - Listen to God through His creation and His word

James 3:1-16 - Be careful, speech is a reflection of the quality of listening

*** Assignment - List a key idea or theme from each scripture above.**

Open the Response Document and record your answers for assignment 4.

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Input Skills

Observe

- Content that's being shared
- Context that surrounds the content
- Unspoken messages
- What the person knows
- Determine meaning from all these sources that give clues to creating awareness

Scriptural Examples of Observing

Jesus often modeled drawing meaning from context, unspoken messages

Matthew 9:4

Knowing their thoughts, Jesus said, "Why do you entertain evil thoughts in your hearts?"

Luke 9:47

Jesus, knowing their thoughts, took a little child and had him stand beside him.

Mark 10:17-22

As Jesus started on his way, a man ran up to him and fell on his knees before him. "Good teacher," he asked, "what must I do to inherit eternal life?"

"Why do you call me good?" Jesus answered. "No one is good—except God alone. You know the commandments: 'Do not murder, do not commit adultery, do not steal, do not give false testimony, do not defraud, honor your father and mother.' "

"Teacher," he declared, "all these I have kept since I was a boy."

Jesus looked at him and loved him. "One thing you lack," he said. "Go, sell everything you have and give to the poor, and you will have treasure in heaven. Then come, follow me."

At this the man's face fell. He went away sad, because he had great wealth.

John 13:27

As soon as Judas took the bread, Satan entered into him. "What you are about to do, do quickly," Jesus told him, but no one at the meal understood why Jesus said this to him.

* Assignment - How would you rate your own observations skills? What actions could you take to improve those skills?

Open the Response Document and record your answers for assignment 5.

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Input Skills

Receive Insight from Holy Spirit

- Create an environment in which you and the PBC (Person Being Coached) can hear from the Lord
- Be in the spirit of prayer
- Hear from God
- Discern what and how to share
- Respond to what you're hearing

Scriptural Examples of Receiving Insight from Holy Spirit

John 15:5

"I am the vine; you are the branches. If a man remains in me and I in him, he will bear much fruit; apart from me you can do nothing.

John 8:28

So Jesus said, "When you have lifted up the Son of Man, then you will know that I am the one I claim to be and that I do nothing on my own but speak just what the Father has taught me.

John 5:19-20

Jesus gave them this answer: "I tell you the truth, the Son can do nothing by himself; he can do only what he sees his Father doing, because whatever the Father does the Son also does. For the Father loves the Son and shows him all he does. Yes, to your amazement he will show him even greater things than these.

John 16:7-15

But I tell you the truth: It is for your good that I am going away. Unless I go away, the Counselor will not come to you; but if I go, I will send him to you. When he comes, he will convict the world of guilt in regard to sin and righteousness and judgment: in regard to sin, because men do not believe in me; in regard to righteousness, because I am going to the Father, where you can see me no longer; and in regard to judgment, because the prince of this world now stands condemned.

"I have much more to say to you, more than you can now bear. But when he, the Spirit of truth, comes, he will guide you into all truth. He will not speak on his own; he will speak only what he hears, and he will tell you what is yet to come. He will bring glory to me by taking from what is mine and making it known to you. All that belongs to the Father is mine. That is why I said the Spirit will take from what is mine and make it known to you.

Proverbs 3:5-6

Trust in the LORD with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight.

Psalms 37:4

Delight yourself in the LORD and he will give you the desires of your heart.

*Assignment - Do you regularly receive insights from the Holy Spirit? In what ways could you improve on this skill?

Open the Response Document and record your answers for assignment 6.

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Output Skills

Ask Powerful Questions

Coaching is an interactive, collaborative process. Asking powerful questions is focused on promoting discovery for the other person.

There are two basic types of questions: Open and Closed.

Closed questions produce a brief yes or no answer.

Open questions encourage sharing ideas and information.

Focused questions help others to:

- Gain information
- Promote personal discovery
- Generate options
- Uncover obstacles
- Determine next steps

Favorite Questions:

- How can I be most useful to you during this conversation?
- What do you need right now?

Other Sample Questions

- What have you done thus far?
- What are you thinking about as a next step?
- What consequences might there be?
- What other options are you considering?
- What resources will you need to accomplish the task?
- Who can you talk to about this?
- How might you compensate for the risk?

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Output Skills

Ask Powerful Questions

What are some of your favorite questions from scripture? Here are some of our favorite powerful questions:

What do you want?

Jesus stopped and called them. "What do you want me to do for you?" he asked. Matthew 20:32

What do you need? (Assess your needs according to what you have.)

"How many loaves do you have?" he asked. "Go and see." When they found out, they said, "Five--and two fish." Mark 6:38

What do you think?

"... When Peter came into the house, Jesus was the first to speak. "What do you think, Simon?" he asked. "From whom do the kings of the earth collect duty and taxes--from their own sons or from others?" Matthew 17:25

What is this like?

Then Jesus asked, "What is the kingdom of God like? What shall I compare it to? Luke 13:18

To what does this compare?

"To what, then, can I compare the people of this generation? What are they like? Luke 7:31

To what can I compare this generation?

They are like children sitting in the marketplaces and calling out to others Matthew 11:16

What will be the cost or consequence?

And you, Capernaum, will you be lifted up to the skies? No, you will go down to the depths. If the miracles that were performed in you had been performed in Sodom, it would have remained to this day. Matthew 11:23

What good will it be for a man if he gains the whole world, yet forfeits his soul? Or what can a man give in exchange for his soul? Matthew 16:26

"You don't know what you are asking," Jesus said. "Can you drink the cup I drink or be baptized with the baptism I am baptized with?" Mark 10:38

Who else could you ask for advice or insight?

He answered, "Haven't you read what David did when he and his companions were hungry? Matthew 12:3

What is the truth in this circumstance? With this person?

You brood of vipers, how can you who are evil say anything good? For out of the overflow of the heart the mouth speaks. Matthew 12:34

Is this choice congruent with your values?

If Satan drives out Satan, he is divided against himself. How then can his kingdom stand? Matthew 12:26

Jesus replied, "And why do you break the command of God for the sake of your tradition? Matthew 15:3

**** Assignment - - [Click Here](#) to download "The Questions of Jesus". After reading it, answer the following questions.**

What did you discover about the way Jesus used questions? How can you apply this in conversations immediately?

Open the Response Document and record your answers for assignment 7.

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Output Skills

Encourage

Encouragement can be accomplished by:

- Supporting with words
- Approving the excellent
- Speaking hope
- Empowering
- Using 'and' more than 'but'
- Seeing potential
- Blessing

Scriptural Examples of Encouraging

Ephesians 4:29

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building other up according to their needs, that it may benefit those who listen.

Colossians 4: 6

Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone

2 Cor 1:3 – 5

Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort, who comforts us in all our troubles, so that we can comfort those in any trouble with the comfort we ourselves have received from God.

Ruth 1: 16

"Don't urge me to leave you or to turn back from you. Where you go, I will go. Where you stay, I will stay. Your people will be my people and your God my God. "

Joshua 1:9

Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the LORD your God will be with you wherever you go."

Nehemiah 4:14

After I looked things over, I stood up and said to the nobles, the officials and the rest of the people, "Don't be afraid of them. Remember the Lord, who is great and awesome, and fight for your brothers, your sons and your daughters, your wives and your homes."

Hebrews 3:13

But encourage one another daily, as long as it is called Today, so that none of you may be hardened by sin's deceitfulness.

***Assignment - Think of people in your life that have encouraged or endorsed you – what happened as a result? How did it make you feel? Who could benefit from your endorsement? What actions will you take?**

Open the Response Document and record your answers for assignment 8.

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Output Skills

Deliver Concise Messages

Concise messages are based on:

- Listening
- Observing
- Insight from the Holy Spirit
- Useful information
- Desired outcomes

Concise messages are delivered in bullet form (rather than paragraph form), followed by silence.

Scriptural Examples of Concise Messages

Ephesians 4:15

Instead, speaking the truth in love, we will in all things grow up into him who is the Head, that is, Christ.

Luke 24:25

He said to them, "How foolish you are, and how slow of heart to believe all that the prophets have spoken!"

John 16:25-33

"Though I have been speaking figuratively, a time is coming when I will no longer use this kind of language but will tell you plainly about my Father. In that day you will ask in my name. I am not saying that I will ask the Father on your behalf. No, the Father himself loves you because you have loved me and have believed that I came from God. I came from the Father and entered the world; now I am leaving the world and going back to the Father."

Then Jesus' disciples said, "Now you are speaking clearly and without figures of speech. Now we can see that you know all things and that you do not even need to have anyone ask you questions. This makes us believe that you came from God."

"You believe at last!" Jesus answered. "But a time is coming, and has come, when you will be scattered, each to his own home. You will leave me all alone. Yet I am not alone, for my Father is with me.

"I have told you these things, so that in me you may have peace. In this world you will have trouble. But take heart! I have overcome the world."

Matthew 23:33

"You snakes! You brood of vipers! How will you escape being condemned to hell?"

Luke 12:28

If that is how God clothes the grass of the field, which is here today, and tomorrow is thrown into the fire, how much more will he clothe you, O you of little faith!

Matthew 16:23

Jesus turned and said to Peter, "Get behind me, Satan! You are a stumbling block to me; you do not have in mind the things of God, but the things of men."

Luke 19:5

When Jesus reached the spot, he looked up and said to him, "Zacchaeus, come down immediately. I must stay at your house today."

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Coaching Assessments

The assessment tools on the following pages are designed to help individuals and congregations determine their readiness for coaching.

How Do I Know If I'm Ready For A Coach? will help individuals determine whether they would benefit from working with a coach.

Coachability Index for Coaching Church Leaders is designed to help church leaders determine a congregation's level of readiness for coaching.

Were You 'Born' to Coach? Self Assessment for Blood Type 'C' will assist individuals in determining their own aptitude for coaching others.

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Coaching Assessments

How Do I Know If I'm Ready For A Coach?

Read each statement.	Check here if true
I feel as though I want to go further and have maxed out my current resources.	
I am willing to explore my potential and begin thinking beyond normal to extraordinary.	
I am willing to restructure my life, if necessary, to achieve my goals and dreams.	
I want to be a visionary, and maintain a high level of accomplishment.	
I am willing to do something different to operate at the leading edge.	
I am willing to accept another person's advice, insight, encouragement, and feedback so that I can advance beyond what I ever dreamed.	
I feel the need for something new and challenging.	
I have a challenge with life / work balance.	
I feel stagnated.	
I have a lot of good ideas, but am not able to do anything with them.	
Total number which are true for you right now:	

Scoring Grid:

Less than 2 true right now	Congrats and keep it up!
3 – 4 true right now	Would benefit working with a coach
5 – 6 true right now	Consider coaching soon
7 – 8 true right now	When can you get started?
9 – 10 true right now	Call 911, then pray for a coach!

[Click Here](#) to download a printable version of this form.

****Assignment - What did you learn from this assessment and what action will you take as a result?**

Open the Response Document and record your answers for assignment 9.

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Coaching Assessments

Coachability Index for Coaching Church Leaders

Just about any organization can benefit from coaching. However, it is not for all organizations. The following questions can be used to help determine if a congregation is coachable:

Less True	More True	
1 2 3 4 5		Leaders of all areas of the congregation are willing to support coaching through regular participation in individual and group coaching sessions.
1 2 3 4 5		This is the right time for the congregation to accept coaching.
1 2 3 4 5		The congregation has a history of innovative thinking with regard to all areas of church life.
1 2 3 4 5		The congregation is willing to focus on utilizing spiritual gifts and strengthening strengths of individuals, not on adding skills where there is no foundation of strength.
1 2 3 4 5		The congregation has a reputation of doing what it says it will do.
1 2 3 4 5		Time for coaching sessions is not an issue for the congregation, coaching is seen as an investment.
1 2 3 4 5		The congregation would be willing to put a "covenant" in place committing to work with the coach, support all coaching activities and make appropriate congregation-wide adjustments that result from individual and group coaching sessions.
1 2 3 4 5		The congregation is willing to look at any and every part of its church life for improvement.
1 2 3 4 5		The congregation has a history of commitment to continuous improvement as evidenced by significant changes that have been successfully implemented.
1 2 3 4 5		The vision of the congregation is well understood and embraced by all.
		TOTAL SCORE

Scoring Grid:

10 - 20	Not coachable right now
21 - 30	Coachable, but ground rules should be put in place and honored!
31 - 40	Coachable
41 - 50	Very coachable, ask the coach to demand alot from the congregation!

*Adopted from CoachU with permission

[Click Here](#) to download a printable version of this form.

****Assignment - What did you learn from this assessment and what action will you take as a result?**

Open the Response Document and record your answers for assignment 10.

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Were You 'Born' to Coach? Self Assessment for Blood Type 'C'

Read each statement and respond as objectively as possible	Not quite true	Already true
I have been listening intently, asking pointed questions and encouraging others as a preferred way of interacting with people all my life.		
I always respond this way ...it extends beyond work life. I often do it in addition to my current job, sometimes even instead of performing well in my current job.		
I can see the benefit of and enjoy having structured conversations in order for others to take effective intentional action.		
I am inclined to make fine distinctions in language to clarify meaning.		
I naturally put my own agenda aside in deference to the person I'm talking to.		
I naturally see patterns in behavior that others don't see.		
I recognize and can share trends that result in others being more effective.		
I naturally value and prefer to invest in people and relationships rather than in equipment, tasks or projects.		
I have a keen awareness for underlying strengths, for what is not said, and for possibilities that are not yet realized.		
I have a natural fascination for human interaction and am a student of human behavior (this might include reading, seminars, etc. and is not limited to formal education or degrees).		

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**** Assignment - What did you learn from this assessment and what action will you take as a result?**

Open the Response Document and record your answers for assignment 11.

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Introduction to Christian Leadership Coaching

Coaching Practices

Contracting

Contracting can be done verbally or in writing. Either way, there are specific components to include:

- Purpose or objectives of the coaching – why coaching, why now (for a particular project, to become a more effective ministry leader, etc)
- Expectations – what coaching is, how it is different from other relationships (who sets the focus for each coaching conversation, how you will interact, etc)
- Confidentiality – what are the parameters of confidentiality for each of you (how much can each of us share, or not share)
- Operating guidelines – how you are going to work together (face to face or by telephone, payment policy if relevant, logistics, etc)
- Commitment - what is the level of commitment on both sides (working together how long, plans for continuation, etc)

First Coaching Session

Tips for the first coaching session:

- Be sure you know the person's name!
- If a formal coaching relationship, determine if/how you are going to take notes.
- Remember to connect initially in order to move forward smoothly (i.e.: "How are you doing today?").
- Think of how you want to start the session. For example, you might ask:
- Where shall we start?
- What would you like to focus on first?
- Don't assume you know where to start! Always ask.
- Ask for permission, if needed.
- Keep your focus on action.
- The higher up in an organization, the sooner you can be direct.
- If you don't know an answer or where to go in the conversation, say so.
- Keep the focus on the other person and his/her agenda.
- Be aware when you're talking too much! (The 20/80 rule applies, and the coach is on the 20 side!)

****Assignment - Think of the key elements to include in a first coaching session in order to help the person understand what coaching is. What are some issues you will cover and questions you might ask?**

Open the Response Document and record your answers for assignment 12.

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Introduction to Christian Leadership Coaching

Coaching Practices

Challenges of a Coach

- Talking too much – about yourself, your experiences, your expertise. Ask yourself: Why am I Talking? (W.A.I.T.)
- Problem solving for the other person – coaching is about drawing answers from the other person so they can solve the problems, not solving the problems for them.
- Not staying in your role as coach, reverting to pastor or consultant.
- Letting your own buttons be pushed.
- Getting caught up in the PBC's drama.
- Not getting clear agreements.
- Asking leading questions.
- Not remaining objective and being attached to what the PBC is attached to.
- Not growing as a coach – constantly working on improving coaching skills.

**** Assignment -What are some other areas that might be pitfalls for you?**

Open the Response Document and record your answers for assignment 13.

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Introduction to Christian Leadership Coaching

Coaching Practices

To Be Or Not To Be.....A Certified Coach

Valwood Christian Leadership Coaching offers certification as a Christian Leadership Coach. Additionally, the **International Coach Federation** offers three levels of certification for those completing the appropriate requirements.

ICF Certification Requirements

Associate Certified Coach (ACC) Requirements

- 60 Hours of coach specific training
- 100 Hours of client coaching experience - documented
- Participation in an ICF Certified coaching demonstration session

Professional Certified Coach (PCC) Requirements

- 125 Hours of coach specific training
- 750 Hours of client coaching experience - documented
- Coached by PCC or MCC Certified Coach for minimum ten hours over at least a three month period

Master Certified Coach (MCC) Requirements

- 200 Hours of coach specific training
- 2500 Hours of client coaching experience - documented
- Coached by PCC or MCC Certified Coach for minimum ten hours over at least a three month period
- Documented evidence of contribution to coaching profession

VALWOOD Christian Leadership Coaching Certification Requirements

- Take part in a three-day Foundations of Christian Leadership Coaching Learning Experience.
- Attend a three-day Advanced Skill Coaching Learning Experience.**
- Participate in six mentoring sessions led by a professional coaching instructor. Usually these are conducted through a telephone conversation.
- Coach an individual or congregation concurrent with the mentoring coaching sessions.
- Participate in three tele-classes on group coaching and skill enhancement.
- Complete annual continuing education requirements for ongoing coaching certification.
- **Coaching Congregations, A Coach Approach to Evangelism & Discipleship, or Personal Coaching

**** Assignment - What reasons can you give in support of becoming a certified coach? What reasons can you give for not becoming a certified coach?**

Open the Response Document and record your answers for assignment 14.

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ICF Coaching Competencies

The International Coach Federation (ICF) has established the following as core competencies that coaches need to demonstrate:

Setting the Foundation

- Meeting ethical guidelines and professional standards
- Establishing the coaching agreement

Co-Creating the Relationship

- Establishing trust and intimacy with the client
- Coaching presence

Communicating Effectively

- Active listening
- Powerful questioning
- Direct communication

Facilitating Learning and Results

- Creating awareness
- Designing actions
- Planning and goal setting
- Managing progress and accountability

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Final Exam

This exam is for your benefit and feedback only. It will not be graded or submitted for review by the instructors. There are ten Multiple Choice or True/False Questions

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1. The item below that is NOT part of the Knowledge Model is:

- A. DKK - Don't Know that you Know
- B. KK - Know that you Know
- C. DCDK - Don't Care that you Know
- D. DKDK - Don't Know that you Don't Know

2. Coaching can take place in formal or informal relationships.

- A. True
- B. False

3. According to the ICF definition of coaching, which item is not the coach's responsibility.

- A. Hold the client responsible and accountable
- B. Encourage client self discovery
- C. Discover, clarify, and align with what the client wants to achieve
- D. Give solutions to the client

4. Christian coaching is not Christians doing coaching.

- A. True
- B. False

5. Using the 'Ask Powerful Questions' skill, questions can be either open ended or closed. Open ended questions are stronger than closed.

- A. True
- B. False

6. Responding Involves:

- A. Informing and requesting
- B. "Making Wrong" and explaining
- C. Truth, feedback, insights, prayer
- D. Challenging and endorsing

7. Empowering and supporting with words are two ways to encourage.

- A. True
- B. False

8. Two pitfalls that can occur are talking too much and asking focused questions.

- A. True
- B. False

9. An example of Input Skill is:

- A. Ask powerful questions
- B. Give appropriate advice
- C. Listen
- D. Encourage

Answers:

- 1. C
- 2. True
- 3. D
- 4. True
- 5. True
- 6. C
- 7. True
- 8. False
- 9. C

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Next Steps

Congratulations! You have completed the virtual course work. Now, here are the next steps:

1. If you want 8-hours credit toward ICF certification, make sure you have completed all 14 responses, and e-mail your Response Document to Kim Duncan at KDuncan@Hollifield.org.
2. If you are interested in continuing in the learning process about being a Christian coach or have questions, contact Kim Duncan at KDuncan@Hollifield.org or 828-441-3146 to register for the VALWOOD Christian Leadership Coaching Certification process.
3. Celebrate this investment that you have made in your personal development.
4. Check out some of the recommended resources in the Appendix.
5. If you want to pursue coaching as a professional career, check out the www.coachfederation.org website.

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www.ValwoodCoaching.org

For more information about this virtual course or about VALWOOD Christian Leadership Coaching, contact:

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Appendix

Click to download the following resources:

[The Coach Approach](#)

[Moses Had a Coach](#)

[Distinctions](#)

[Being a Coach](#)

[Bibliography and References](#)

[Knowledge Model - Written Explanation](#)

[ICF Coaching Competencies](#)

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Credits

This program has been adapted from materials from VALWOOD Christian Leadership Coaching Certification Learning Experience developed by Jane Creswell and Linda Miller, with contributions from Chad Hall, Eddie Hammett, John Jones, and David Moore.

Jane Creswell's voice can be heard in the Knowledge Model and Strengths vs Skills videos. Linda Miller appears in the What is Coaching video.

The material in this program has been designed to develop specific knowledge and skills. VALWOOD Christian Leadership Coaching maintains full and exclusive rights to these materials through all applicable copyright laws. No redesign, editing or reproductions of these materials is permitted without written permission from VALWOOD Christian Leadership Coaching.

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