

Sample Coaching Agreement

Below is a sample coaching agreement between a lay coach and a new small group leader who would like help getting his group started. You can adapt this agreement to fit your context, goals, and preferred guidelines.

- **Agenda and goals:** The focus of the coaching relationship is to help launch a new small group. Initial goals include the recruitment of apprentices, the recruitment of group members, the establishment of healthy group norms, and learning more effective ways of facilitating group discussions.
- **Meetings:** We'll meet twice a month for the first two months as the group is being formed, then once a month after that. Meetings will take place on Thursdays over the lunch hour at a restaurant partway between our offices and will last for 45 minutes.
- **Additional contact:** If questions arise, I am available via email and phone. Preparation for our meetings will be done online at www.coachnet.org at least two days prior to each scheduled meeting.
- **Commitments and expectations:**
 - Be on time for appointments.
 - Call if you need to cancel or reschedule.
 - Commit to addressing the agreed upon issues and following through on assignments. All goals and assignments will be set down in writing via online coaching to avoid miscommunication and to ensure accountability.
 - Confidentiality will be maintained except where permission is expressly granted or where disclosures affect the ability to continue serving in a ministry capacity.
- **Length of coaching commitment:** We'll begin coaching March 1 and work together for three months. At that point, we'll evaluate the effectiveness of the coaching relationship and the present situation and make a decision as to whether it would be beneficial to continue for another three month period.

Reference: Logan, Robert E. and Carlton, Sherilyn. *Coaching 101*, page 121.