

Ministry Leader

# COACHING AGREEMENT



Dear Coachee,

SOLID's Coach/Coachee Agreement details boundaries between you (Coachee) and your coach (Coach), forming a solid foundation for your success in pastor coaching. They track with SOLID's five Biblical core values: Serve, Order, Lead, Integrate and Design. For more information on SOLID and our coaching process, visit [SOLIDpastors.org](http://SOLIDpastors.org).

**SERVE** – *Your SOLID coach will serve you with a passion for excellence. (Mark 10:45)*

I, Coachee, agree to allow Coach to serve me and act in my best interests. I will:

- Openly discuss issues and ask you to hold me accountable to achieve my goals.
- Try new behaviors, even if uncomfortable, awkward, or seemingly unnatural at times.

I, Coach, will serve you to the best of my ability. I will:

- Provide candid and direct input and observations.
- Ask direct questions that may challenge your assumptions.

**ORDER** – *We will order and structure coaching to maximize your success. (Gen. 11:6-7)*

I, Coachee, agree to follow the order and structure of the SOLID coaching process. I will:

- Embrace SOLIDpastors' strategic four-phase approach: Phase 1 – Orientation: Learn how to use a coach; Phase 2 – Assessment: Gain an accurate assessment of needs; Phase 3 – Goals: Set SMART, written goals; Phase 4 – SOLID Coaching: Gain regular coaching according to these logistics:

- a. Delivery: In person or via phone or video. We agreed on: \_\_\_\_\_
- b. Frequency: Weekly, monthly or quarterly. We agreed on: \_\_\_\_\_
- c. Duration: 25 minute, 50 minute, or 75 minute sessions. We agreed on: \_\_\_\_\_
- d. Fee (if any) paid how: \_\_\_\_\_ Paid when: \_\_\_\_\_

- Follow SOLIDpastors' Coaching Methodology:
  1. Use SOLIDpastors' "Coaching Actions" worksheet to prepare for my session.
  2. Develop a desired set of prioritized Coaching Topics prior to beginning each session.
  3. Ask Coach to suggest changes to the coaching topics or order as I begin the session.
  4. Drive the order in which my coaching topics are addressed.
  5. Be responsible for taking notes.
  6. Send my notes to Coach after each session, along with any actions I plan on taking.
  7. Send an email prior to the beginning of my next session, indicating what I have accomplished and new topics to address in the upcoming session.

- Manage the clock; begin and end each session on time (with a 5-minute grace period).
- Schedule my next session at the end of every completed coaching session.
- Maintain the coaching frequency agreed to with Coach.
- Provide as much notice as possible when needing to reschedule a coaching session.

I, Coach, agree to follow the order and structure of SOLID's Coaching Methodology. I will:

- Help you to understand how to best use me as your coach and get the most out of coaching.
- Guide you through SOLID's Four-Phase Strategic Coaching Method.
- Guide you through each coaching session using SOLID's Coaching Methodology.
- Ensure there is a good fit between your needs and my capabilities; if there is not, I will help you find another SOLID coach who may be a better fit.
- Return emails and phone calls within 48 hours unless unavailability is communicated in advance.

**LEAD** – *We support your growth as a leader by encouraging you to take the lead in coaching. (2 Tim. 2:2)*

I, Coachee, agree to take full responsibility for taking the lead in the coaching process. I will:

- Make up my own mind, together with Jesus Christ, my ultimate coach.
- Choose what to work on and “own” those choices.
- Avoid asking or permitting Coach to be overly prescriptive.
- “Filter” all coaching through my own set of beliefs and experiences, trusting God for direction.

I, Coach, agree to follow your lead in the direction to go in your coaching. I will:

- Avoid having an agenda for you. I will trust that you and God can figure that out.
- Avoid being prescriptive or “armchair quarterbacking”; I will not tell you what to do.
- Avoid giving advice and recommendations unless you specifically ask.

**INTEGRATE** – *We integrate Christ-centered values with our actions, maintaining integrity. (Titus 2:7)*

I, Coachee, agree to maintain the integrity of the coaching relationship. I will:

- Use discretion in what I repeat to others regarding what Coach says to me.
- Maintain confidentiality of any sensitive information Coach may reveal to me.
- Be open and transparent with Coach.

I, Coach, agree to protect our relationship. I will:

- Avoid conflicts of interest that compromise my integrity.
- Maintain complete confidentiality unless otherwise discussed and agreed.
- Serve as a positive role model; I will consciously model behavior for you.
- Ask for feedback once per quarter (e.g. “How am I doing as your coach?”).

**DESIGN** – *We will design a coaching plan that will produce transformational results. (Eph. 2:10)*

I, Coachee, agree to design a written coaching plan (“Plan”). I will:

- Create Plan with written, specific, measurable, actionable, realistic, and timed goals.
- Review Plan at least once per month and ideally once per week.

I, Coach, will help you design and prioritize your goals. I will:

- Help you gain additional tools and resources needed to achieve the goals in Plan.
- Help you measure your progress.
- Provide encouragement and support.
- Hold you accountable for reaching your full potential, pushing you when appropriate.

We agree to abide by our respective commitments contained herein, as indicated by our signatures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coachee’s Name

\_\_\_\_\_  
Coach’s Name

**NOTE:** *Review these Agreements quarterly to ensure you are getting the most from SOLID coaching.*

