



vibrant**faith**

2022

VIBRANT FAITH

STUDENT TRAINING GUIDE

COACHING CHANGE IN LEADERS, TEAMS,
COHORTS, AND CONGREGATIONS

General Policies

Thank you for enrolling in this intensive, hands-on, ICF accredited training. Our vision is that every pastor, ministry staff, and church leader using coaching principles and practices in their personal and professional lives. By enrolling in our coach training program, you are helping this vision become a reality. Our promise to you is that we will provide you with the best possible coaching training and resources so that you can become a masterful coach.

The Student Training Guide is designed to provide you with valuable information as you participate in one or more of our coaching courses. I encourage you to refer to this guide throughout your time as a student.

General Policies for All Coaching Programs

Attendance: Your consistent participation is vital to your success in our programs and courses. Please make every effort to keep your commitment. However, we understand emergencies happen.

- On-Site Training
- Attendance is required for a minimum of 80% of the event.
- Online Classes
- You are permitted to miss 4 hours of training for ACC- or PCC-level coaching schools and still receive credit for the entire program.
- Any class time beyond one class (4 hours) that is missed needs to be made up. Contact your instructor for dates and times that the classes that you missed will be offered again.

Confidentiality: This is a requirement of coaches as well as clergy, church leaders, and ministry staff. We expect a high level of confidentiality from you. This includes, and is not limited to:

- Not breaching confidentiality related to what students and say do as part of the course.
- Taking reasonable actions to protect your course materials, notes, etc.
- Not recording audio or video of any activity, including on-site classes, webinars, trainings, etc.
- Not sharing personal information that is revealed during class sessions

Copyright: All rights reserved for all materials produced by Vibrant Faith Ministries. Please do not share, sell, or transfer any of our material without express permission from a Vibrant Faith instructor.

Email: Please show your respect for the coaching school community, including faculty, trainers, students, and graduates, as well as the administrative support team, by NOT sending unsolicited emails or promotional emails.

Refunds (On-Site Training, Online Training, and Group Mentor Coaching) :

- Refund Policies for Vibrant Faith Coach School programs:
- 61+ days before the start of the training - a full refund (minus credit card processing fees) will be offered. 31-60 days - a 50% refund will be offered (minus credit card processing fees).
- 30 days or less - no refund will be offered.

Cancellation Policy (Online Classes and Mentor Coaching):

- Students who have been enrolled in an online class may reschedule without penalty by sending written notification via email at least 14 days before the scheduled class date to the office manager: hello@vibrantfaith.org
- Individuals who cancel a class less than 14 days before the class start date will be charged a nominal \$25.00 USD administration and processing fee and must reschedule for another class within their program based on availability.
- Vibrant Faith serves the right to reschedule or cancel any scheduled course or replace personnel due to low enrollment or circumstances beyond our control and will notify participants at least five business days before the start of class.
- 24 hour notice is required when canceling an Individual Mentor Coaching session. Those who do not give 24 hours notice will be charged the full amount for the session.

Violation of these policies may be grounds for dismissal.

Our Environment for Learning

We strive for a learning environment where everyone can be successful. Let's respect the learning styles of those around us. Discussions, questions, and comments relevant to the topic at the time are welcomed and a vital part of the learning process. Your participation is essential to your overall experience.

What to Expect: On-Site Training

Get ready to practice coaching. Be prepared to participate onsite and online!

- Be prepared with coaching topics to be coached on during the event so that you can practice your coaching skills.
- Dress code is casual attire; jeans and comfortable shoes are acceptable. Facility temperatures vary so consider bringing clothing you can layer to compensate for cool or warm temperatures.
- Electronics:
 - Laptops are permitted, provided you are using it for training purposes, such as taking notes. Please do not use your laptop for tasks not related to training, such as checking email. It diverts you from your purpose and distracts others.
 - We acknowledge the modern day need for mobile devices, e.g., smartphones. Please be considerate to everyone and put devices in a silent mode.
 - Should an emergency require your attention, please leave the room and attend to the issue before returning to your session.
 - Facilities vary therefore we cannot guarantee internet access.
 - Since facilities differ from location to location, we cannot estimate the number of electrical outlets. You may want to bring a power strip.
- Emergencies:
 - After registering and before training begins, if you are unable to attend please contact your instructor or leave a message at hello@vibrantfaith.org.
 - During a training event, if an emergency should happen to arise, please contact the faculty member leading the event as soon as possible or email the office manager at hello@vibrantfaith.org.
- Meals are not provided unless your host or faculty member has communicated different arrangements.

What to Expect: Online Classes

Get ready to practice coaching. Get set to participate and to share and receive feedback from other students.

- Before registering for online classes we recommend you compare the class days and times with your calendar. If a class is going to conflict with other obligations, consider selecting a different class.
- Approximately two weeks prior to a class, you will receive a welcome message from your instructor. The message may include:
 - Class expectations
 - Outline of course materials
 - Pre-class preparation
- Access to online course
 - You will be provided access codes and links to password-protected sites. Save this information for future reference.
 - Once you're enrolled, you'll receive more details about the course and how to prepare for the training.
 - You'll receive more details about ways to introduce yourself and interact with other students.

- Advice for your online class
 - Eliminate or at least reduce distractions as much as possible. We need your undivided attention. Find a quiet location, do not multi-task, and focus on the class.
 - If you are using your computer for audio, you will need a headset. If using your phone, please use a phone with a good connection. Static and dropped calls are a disruption for everyone.
 - Please sign into the class 5 to 10 minutes before the scheduled class start time.
 - Put your microphone on mute when you are not talking.
 - When it is your turn to speak, remember to unmute your microphone! Then begin with your name and proceed with your conversation. When you are finished speaking, mute your microphone.
- Requirements to fulfill for credit for the class:
 - Sign into the class 5 minutes before the class begins. Check in with your instructor. If you sign into the class more than five minutes after the session starts you may be marked absent.
 - Please remain in the class for the full duration of the session.
 - Be prepared to share your takeaways, learnings and questions following each class via the online learning platform.
 - Please complete and submit a class evaluation. Your feedback and suggestions are very valuable to us!

Resources

The Faculty: They are happy to help you and can be a wealth of information.

Mentor Coaching: You are required to work with a Mentor Coach for a minimum of 10 hours. There is an additional fee for this service. A directory of mentor coaches is available on the website. (vibrantfaith.org/coachingschool)

The **Coaching School Manual**. The Appendix section at the back of the manual contains additional materials.

The “**Resources**” section found on the Coaching School website is constantly updated. Also take time to read recent blogs related to coaching.

Requirements for Graduation/Applying for Your Coaching Credential

Achieving your first coaching credential: The Associate Certified Coach (ACC)

Step One: Complete the Core Competencies Course and assignments related to the PCC-level Training Course.

- This provides the required training hours to apply for your ACC.
- Semester classes are offered LIVE online via Zoom.
- The asynchronous course may be completed before or at the same time as the semester classes.

Step Two: Complete the Mentor-Coaching requirement.

The International Coach Federation (ICF) requires a minimum of 10 hours of Mentor-Coaching to become a credentialed coach.

- Working with our Approved Mentor-Coaches, you can complete this requirement in one of two ways:
 - Group Mentor-Coaching includes 8 hours of group Mentor-Coaching and 3 hours of individual mentor-coaching.
 - Individual Mentor-Coaching for 10 hours
- An updated list of our upcoming Mentor-Coaching groups is located at vibrantfaith.org/coachingschool/mentor-coaching/. On this webpage you will also find a list of our approved mentor coaches.

Step Three: Submit a recording and transcript of a 30-45 minute coaching session to your mentor coach and apply for graduation.

- Your mentor-coach will provide guidance on your coaching recording.
- When applying for graduation, there are a few additional requirements. Students will be asked to:
 - Read and agree to uphold the ICF Code of Ethics.
 - Pay in full all tuition fees prior to applying for graduation.
 - Submit the Vibrant Faith Coaching Performance Evaluation Report from your mentor coach, which provides written feedback and specific evidence of your coaching ability. The evaluation must reflect coaching at the ACC level or higher (a letter of recommendation from your mentor-coach does not meet this requirement).
 - Submit a recording, along with a written transcript, of your coaching for review by Vibrant Faith. (The coachee may not be another coach or coaching student.) The recording must demonstrate coaching at the ACC level.
- Once you have successfully completed the above requirements, we will provide you with a graduation certificate. You will use this certificate to apply for your ACC credential from the ICF.

Step Four: Apply to the ICF for your ACC credential.

When applying for your ACC, the ICF will require:

- A separate, additional application fee.
- A copy of your graduation certificate from Coaching4Clergy.
- A coaching log detailing 100 hours of coaching beginning after the start of your coach-specific training. (Refer to the ICF website for details and a SAMPLE log)
- A one-time written exam, the Coach Knowledge Assessment. (Refer to the ICF website for details.)
- We offer an ICF Test-Prep Class to prepare you for this written exam.

Achieving your 2nd coaching credential: The Professional Certified Coach (PCC)

Step One: Complete the Core Competencies Course and all assignments related to the PCC-level Training Course.

- Classes are offered LIVE online via Zoom.
- The asynchronous course may be completed before or at the same time as the semester classes. Please note:
 - Many of our students decide to bypass the ACC credential and go directly for the PCC. You do not need to receive your ACC credential before advancing toward your PCC.

Step Two: Complete the Mentor-Coaching requirement.

- The International Coach Federation (ICF) requires a minimum of 10 hours of mentor-coaching to become a credentialed coach.
- Working with our Approved Mentor-Coaches, you can complete this requirement in one of two ways:
 - Group Mentor-Coaching includes 8 hours of group mentor-coaching and 3 hours of individual mentor-coaching.
 - Individual Mentor-Coaching for 10 hours
- An updated list of our upcoming mentor-coaching groups is located at vibrantfaith.org/coachingschool. On this webpage you will also find a list of our approved mentor coaches
- Please note:
 - If you have completed 10 hours of mentor-coaching for your ACC, you are not required to take 10 additional hours of mentor-coaching for your PCC.

Step Three: Submit a recording and transcript of a 30-45 minute coaching session to your mentor coach and apply for graduation.

- Your mentor-coach will provide guidance on your coaching recording.
- When applying for graduation there are a few additional requirements. Students will be asked to:
 - Read and agree to uphold the ICF Code of Ethics.
 - Pay in full all tuition fees prior to applying for graduation.
 - Submit the Vibrant Faith Coaching Performance Evaluation Report from your mentor-coach, which provides written feedback and specific evidence of your coaching ability. The evaluation must reflect coaching at the PCC level or higher (a letter of recommendation from your mentor-coach does not meet this requirement). Submit a recording, along with a written transcript, of your coaching for review by Vibrant Faith. (The coachee may not be another coach or coaching student.) The recording must demonstrate coaching at the PCC level.
- Once you have successfully completed the above requirements, we will provide you with a graduation certificate. You will use this certificate to apply for your PCC credential from the ICF.

Step Four: Apply to the ICF for your PCC credential.

- When applying for your PCC, the ICF will require:
 - A separate, additional application fee.
 - A copy of your graduation certificate from Vibrant Faith Ministries.
 - A coaching log detailing 500 hours of coaching beginning after the start of your coach-specific training. (Refer to the ICF website for details and a SAMPLE log)
- A one-time written exam, the Coach Knowledge Assessment. If you complete the one-time written exam for your ACC, you do not need to take the written exam again. (Refer to the ICF website for details.)
 - We offer an ICF Test-Prep Class to prepare you for this written exam.

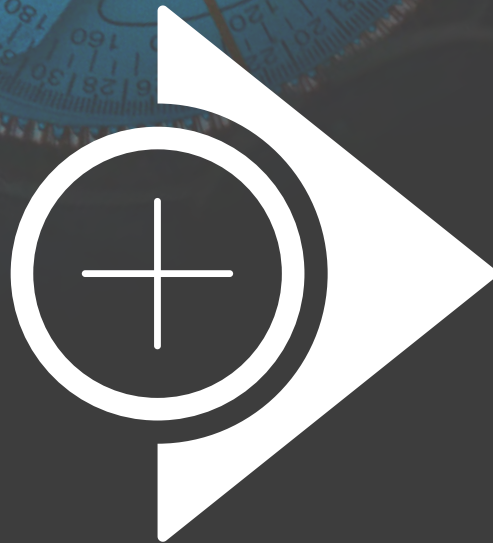
If you have additional questions about Vibrant Faith’s Coaching School policies, please contact:



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