

The onsite visit creates an opportunity for deep listening and interaction among key leaders of the church. It's also a time to share with leaders the essential components of the coaching process, along with keys to creating a thriving church culture and a vision for lifelong faith.

BEFORE THE COACHING PROCESS BEGINS, PLEASE SEND YOUR COACH . . .

- Your responses to the *Pre-work | Information About Your Congregation* form.
- Your responses to *Pre-work | Communication Platforms Information* form.
- Your most recent *Annual Report*, newsletter, leadership meeting minutes, and agenda.
- Job/ministry descriptions for elected leaders, program staff, and leadership teams.
- A roster of your current paid and elected leaders (and other leaders who play an influential role in the church).

BEFORE THE COACHING PROCESS BEGINS, YOUR COACH WILL . . .

- Visit your website; making note of your programs, ministries, and how you present yourself to the community.
- Read your annual report, noting what may help and hinder to the coaching process.
- Review job/ministry descriptions to gain insights into people's primary responsibilities.
- Read the two most recent editions of the congregational newsletters.
- Review the two most recent Council meeting agendas and minutes to see how time is spent and what is discussed.
- Compile data received from the congregational Leadership Survey forms.

DURING THE INITIAL COACHING SESSION (S), WE WILL . . .

- Clarify who will be part of the coaching process, and what their roles might be.
- Determine how we'll connect (phone, Zoom, or online), how often we'll connect.
- Walk through the Coaching Covenant and/or the Clarifying Expectations Around Coaching forms.
- Discuss initial impressions shared as part of the Leadership Survey Report.
- Determine what will be communicated with church members, and how often.
- Decide if a leadership email distribution list will be created, and who will send emails when needed.
- Determine where coaching documents and resources will be stored and who has access to them.
- Determine what kind of document will be used to track our progress and next steps, and who will update it.
- Determine if, and when, any onsite visits may occur during the coaching process.

OTHER CONSIDERATIONS

- Vibrant Faith is happy to point leaders to free resources that will support your church's goals and intentions.
- If desired, leaders may be added to Vibrant Faith's weekly e-newsletter, and the Surface to Soul newsletter. The Surface To Soul newsletter is designed to point people to resources, best practices, and creative approaches to growing faith, building leaders, and leading change.