



## COACHING AGREEMENT

### **Introduction:**

#### **What is coaching?**

#### **The Coaching Relationship:**

My perspective as coach is that I believe you are the expert in your life/work and that you are creative, resourceful and whole. I also believe that if you are a Christ follower, then the Holy Spirit is actively seeking to guide and direct your discernment, setting of priorities and decisions for action. My objective is to cooperate with the Spirit's work in you by asking questions that guide you to process your thoughts and self-generated options.

Therefore, as coach, my responsibility is to:

- Discover, clarify and align with what you want to achieve
- Encourage self discovery
- Elicit client centered solutions and strategies
- Provide an accountability partner for action

Your responsibility as coaching client is to:

- Commit to focusing on specific area(s) of your life/work that you desire to deepen or change
- Submit to the process by being candid and honest
- Develop specific action steps to address the issue/objective.
- Follow through on agreed action steps.

#### **The Coaching Appointment:**

In a typical coaching appointment there will be a predictable rhythm. I will expect you to set the agenda and ask you what you want to focus on. Through a process of structured conversation, I will ask questions intended to guide you to process your thoughts, gain clarity and develop a plan of action to address the issue.

I will generally resist the impulse to share my experiences, knowledge and expertise as they may or may not be relevant to your situation. On occasion, if we get stuck in generating options for addressing the issue, I may offer examples of options for addressing a similar issue that I have seen used in my or other client's lives. Again, the objective is to help you "figure it out" from your own knowledge and experience base.

### **General Coaching Principles:**

1. Coaching is for people who are basically well-adjusted, emotionally healthy, effectively functioning, and wanting to make changes in their lives or more intentionally focus on a challenge or objective.
2. Coaching is designed to address issues the person being coached would like to consider. These could include personal issues (but are not limited to: career development, relationship enhancement, spiritual growth, lifestyle management, life balance, decision making, and achieving short-term or long-term goals) or ministry objectives and organizational development.

3. Coaching will be an ongoing relationship that may take a number of months, although either party can terminate the relationship at any time. Most of the coaching will be through telephone contact.
4. Coaching can involve brainstorming, values clarification, the completion of written assignments, education, goal-setting, identifying plans of action, accountability, making requests, agreements to change behavior, examining lifestyles, and questioning.
5. Coaching is most effective when both parties are honest and straightforward in their communication.
6. An agreement for payment for services(when applicable), will be established prior to the commencement of the relationship. Form of payment, procedures for canceled appointments, and initial length of commitment will also be stipulated.
7. Coaching is a confidential relationship. Be assured that I will keep all information strictly confidential, except in those situations where such confidentiality would violate the law.
8. Coaching assumes that each person in the relationship is guided by his or her values and beliefs. As a committed follower of Jesus Christ I seek to live in accordance with this commitment. In making this disclosure, I am seeking to be open and honest but do pledge to respect the different values and beliefs of others. I will not seek to impose my values on another, proselytize, condemn, or refuse coaching services to people who do not share similar values and beliefs.

## **Coaching Agreement:**

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
2. I understand that “coaching” is a Professional-Client relationship I have with my coach that is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.
3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility.
4. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy.
5. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.
6. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.
7. I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals for training OR consultation purposes.
8. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.



Catalyst for Missional Leadership

## COACHING REGISTRATION FORM

Please review, adjust, sign where indicated, and return *this page only* by mail or fax:

Dr. Mick Noel, C4ML Director  
Biblical Seminary  
200 N. Main St., Hatfield, PA 19440  
215-368-5000 x150      FAX 215.368.9402

Name \_\_\_\_\_ Personal Email \_\_\_\_\_

Church Name: \_\_\_\_\_ Personal Phone \_\_\_\_\_

Billing Address: \_\_\_\_\_

Street

\_\_\_\_\_

City, State, Zip Code

Initial Term: 3, 6 or 12 months (circle one)    Starting \_\_\_\_\_ Ending \_\_\_\_\_

Number of sessions per month \_\_\_\_\_    Duration \_\_\_\_\_ (up to 45 minutes)

Fee: \$75.00 per session x \_\_\_\_\_ (number of sessions) = \$ \_\_\_\_\_ TOTAL Amount Due

Referred by \_\_\_\_\_

- GROUND RULES:
1. CLIENT CALLS THE COACH AT THE SCHEDULED TIME.  
The contact # for the coaching appointment is: **215-368-5000 x150**
  2. CLIENT PAYS COACHING FEES IN ADVANCE
  3. Typically the billing office will invoice in 3 month increments in advance of your scheduled sessions.
  4. Upon expiration of their contract, clients will be given the opportunity to continue appointments on a monthly basis on the same billing cycle at the same hourly rate.

I have read and agree to the above.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

C4ML Signature \_\_\_\_\_ Date \_\_\_\_\_

Michael Noel, DMin