

# COACH MATERIALS

## HOW DOES COACHING WORK?

- You will be assigned 3-5 Life Group Leaders by the Central Coach Lead. You should regularly check-in with them, encourage them, and be a model of shepherding for them.
- You will check in with your assigned Life Group Leaders by phone or email on a monthly basis.
- Review weekly online feedback forms to measure Life Group attendance and steer your monthly conversations with the leader.
- Review quarterly forms to measure and discuss the general health and spiritual growth of the group.
- Regular meetings with the other coaches will provide accountability and serve as a sounding board for you.
- You will be able to create and/or assign specialized online training for you and your leaders.

## HOW DO I HELP MAKE LIFE GROUPS SUCCESSFUL?

YOUR PART AS A COACH	GRACE'S PART AS YOUR SUPPORT
Stay close to God. This is the most important thing you can do as a Life Group Coach.	Biblically-based sermons, blogs and the weekly reading plan are great tools to keep you on track.
Provide individual spiritual support and accountability for Life Group Leaders and model shepherding.	Regular meetings with other coaches will allow you to receive support and suggestions for any situations that seem beyond your expertise.
Be a reliable source of information and leadership for Life Group Leaders: <ul style="list-style-type: none"> <li>• Cast vision.</li> <li>• Provide information and training.</li> <li>• Answer questions, receive feedback, celebrate successes, identify group needs and help problem-solve.</li> <li>• Pray.</li> </ul>	Grace will send regular emails with suggested L.I.V.E. opportunities.
Facilitate cross-group interactions through huddles of the assigned Life Group leaders.	The Central Coach Lead and LIVE Central leads will support you as needed.
Oversee the apprentice progress in each group.	Central Live in Community Lead and Site Live in Community Lead will help identify apprentices.
Ensure that the leaders are providing data via online surveys; Use the data to help the leader.	Technical support through the Fellowship One Champion.
Occasionally attend the assigned Life Groups.	
Assist site L leaders in recruitment of new Life Group leaders.	

Check that Life Group forms on Fellowship One are filled out correctly	Provide “cheat-sheets” on how to use Fellowship One and provide technical support when needed
Provide training through Right Now Media as needed to Life Group leaders	Central Equip and Live in Community Leads will create a library of training materials on Right Now Media

**WHAT DOES A CHECK-IN WITH MY LIFE GROUP LEADERS LOOK LIKE?**

- (INITIAL MEETING) Spend some time introducing yourselves and talking about current and past group experiences.
- Encourage them in their own walk with God. Find out how they are doing spiritually.
- Talk about any trends, issues, or red-flags that you noticed in their weekly reports.
- Reinforce the vision of Life Groups and encourage them in their involvement.
  - We believe that Life Groups are the primary way that people become fully devoted followers of Jesus Christ. That makes Life Groups the main discipleship engine of our church, and it’s where L.I.V.E. is happening on a regular basis. Because of how important Life Groups are, we want our best leaders leading them and we want everyone in one.
  - Moving forward in your meetings, you can talk about the vision through examples of how you see their group doing well, and by sharing success stories you hear from other coaches/Life Groups.
- (INITIAL MEETING) Review the Life Group Leader Resources.
- (INITIAL MEETING) Review the weekly and quarterly online forms. If you are able to show them how to complete the form with a computer in front of you, that’s best. After the initial meeting, you will use the form data to guide your conversation.
- Schedule your next time to connect (it may be phone/email or a huddle, depending).
- Pray together.

**WHAT DOES A HUDDLE WITH MY LIFE GROUP LEADERS LOOK LIKE?**

- All Life Group leaders are present in person.
- Meetings happen quarterly.
- Spend time connecting as a group.
- Time for Life Group leaders to talk through their groups wins and opportunities for growth.
- Life Group leaders can encourage and support each other.
- Pray together and for each other.
- Schedule your next huddle.

# JOB DESCRIPTION

## LIFE GROUP COACH

**ROLE IN ONE SENTENCE:** Support and communicate with Life Group Leaders to enhance their spiritual growth and that of their group members, and ensure that they are integrally linked with the vision, mission and values of Grace.

**OWNERSHIP OF:**

- Provide individual spiritual support and accountability for Life Group leaders. Model shepherding.
- Be a reliable source of information and leadership for Life Group Leaders:
  - Cast vision
  - Provide information and training
  - Answer questions
  - Receive feedback
  - Celebrate successes
  - Identify needs
  - Problem-solve
  - Pray
- Facilitate cross-group interactions through huddles of the assigned Life Group leaders.
- Oversee the apprentice progress in each group.
- Ensure that the leaders are providing data via online surveys and use the data to help the leader.
- Occasionally attend the assigned Life Groups.
- Assist site LIVE Leads in recruitment of new Life Group leaders.

**RESPONSIBILITY STRUCTURE:**

REPORTS TO: Life Group Coach Central Lead

CIRCLE OF INFLUENCE: Life Group leaders, coaches, and site pastors

MEETINGS: Coach Meetings – Weekly; 15 minutes  
Individual Life Group Leader Meetings –Every 4- 6 weeks

Life Group Leader Huddles - Quarterly  
Attend Life Groups (3-5 times/year)

TIME EXPECTATION: 5-6 hours/month