

WCUCC Coaching Policies and Procedures

Welcome to the Coaching initiative of the Wisconsin Conference! We are really excited that you are ready to pursue this opportunity for growth. Below are some guidelines and expectations that will help this relationship be fruitful for all. Your coach will discuss these with you during your free introductory session. If you have any questions, contact Tisha Brown (tbrown@wcucc.org) or discuss your questions with your coach.

Procedure: It is very important that you honor one another's time. Therefore, please be sure to be on time to all scheduled meetings and phone calls. Come to each session ready to move forward.

Email the **Coaching Preparation Form** to your coach at least 24 hours before your session and be ready to be coached. The agenda for each coaching session will be generated by you and supported by your coach. The **Coaching Preparation Form** will be sent to you via email. Please make as many copies as you need.

Costs: The Wisconsin Conference provides a modest stipend to the coaches and covers the majority of their training and support. The 6 session cost for this coaching program is \$475. Congregations are responsible for a minimal fee of \$100 for the first six sessions of coaching. This fee increases to \$200 for the next six sessions. After the first year of coaching, the fee increases to \$300 for six sessions of coaching. Congregations are also asked to cover all of the other costs incurred by the coach. This includes but is not limited to mileage (reimbursed at the federal reimbursement rate) lodging and meals if needed and any supplies or resources that may be required.

Time: Coaching sessions generally last 45 minutes to an hour. Most coaching pairs choose to have one session per month.

Extra Time: You may contact your coach between sessions if you need "spot coaching," have a problem or can't wait to share a win. Please be respectful of your coach's time in these instances and keep it brief.

Changes: Please give your coach at least 24 hour notice if you need to change the date or time of a call or appointment. In the event of an emergency, notify your coach as soon as possible. You are responsible for rescheduling missed calls. If there are more than 3 missed or cancelled calls the coaching relationship will be renegotiated.

Problems: We really want this coaching initiative to be successful and useful for you and for the coach. If any challenges arise, please talk them through together if you can. If the challenges are not resolved by open communication, contact Tisha Brown.

Confidentiality: The coaching relationship is a confidential relationship, unless noted in writing by the person being coached. However, confidentiality is limited in accordance with the laws of this state. Exceptions to confidentiality are child abuse, elder abuse, certain illegal activities, and intent to harm self or others. Coaches and the people being coached will be asked to check in periodically about their work together. The Coach and the Person Being Coached will work together on these check-ins.

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Content of the coaching conversations will not be shared without the consent of the person being coached.

Assessment and Evaluation: We are committed to ongoing growth and improvement of this program and of our coaches. When each term of coaching (6 sessions) ends, both coaches and the people being coached will be asked to complete an assessment of their coaching experience. The Conference Office will send out these assessment forms. At the end of each coaching term coaches should have an open conversation with the people they are coaching about whether or not it continues to be fruitful to continue this coaching relationship. If you decide to end your coaching relationship at any time, please notify Tisha Brown as soon as possible.

A Must: For your coaching to be a success you must be willing to implement the changes or actions agreed upon in the coaching session. You are engaged in coaching to do things differently than you've done them before. If you choose not to use the ideas generated and keep doing what you have always done, you will get the results you have always gotten.