



# Vital Congregations Coaching Covenant — Part I

<b>Name of Coach</b>		
<b>Name of Church</b>		
<b>Presbytery</b>		
<b>Dates of Contract</b>	<b>Begins:</b>	<b>Ends:</b>
<b>Amount</b>	\$ _____ + expenses	

## Role of coach:

A Vital Congregations Initiative coach's primary commitment is providing the church leader the margins to reflect and discern God's agenda for this mission amid the chaos and constant decision-making that is the nature of walking a church through the Vital Congregations Initiative.

The VCI coach is guided by the definition of a Vital Congregations (see pgs. 20-30 of the manual). A coach is not meant to tell the congregation what to do, but rather to provide the space and the questions that lead to intentional goals and action steps that are most appropriate for the mission context.

## The coach agrees to:

- Have appointments with the identified client (leader, organizing pastor, vision team, presbytery committee) every two to four weeks, as laid out in this contract. These appointments can be by phone or face-to-face.
- Arrange a two-day on-site visit or teleconference to observe the ministry context, to meet with the team and to meet with stakeholders or partners in the ministry, including, when appropriate, presbytery representatives.
- Keep the client focused on moving the ministry forward and accountable to the Seven Marks of Vital Congregations and enacting the action steps identified.
- Provide encouragement, discernment, support, accountability and prayer.
- Provide any reports requested by the sponsoring partner (presbytery or church).
- If there is a lack of agreement around the vision and goals of the congregation, the coach will help clarify and seek unity around a guiding vision and agreement in ministry goals that will be used to evaluate progress.

## The client agrees to:

- Be responsive to the coaching relationship.
- Connect with the coach at regularly scheduled times.
- Be open and honest in all interactions.
- Complete an evaluation at the close of the coaching relationship to help us continue

to refine the coaching resource.

**Financial arrangements:**

The typical coaching arrangement is a \$1,500 annual contract plus expenses for on-site visits. The typical coaching contract includes a site visit in the first quarter of the coaching relationship, and a 30-minute coaching call every two weeks.



# Vital Congregations Coaching Covenant — Part II

## COACH/CLIENT AGREEMENT

1. The coaching fee of \$ \_\_\_\_\_ + expenses for on-site visits will be paid:  
 *monthly*    *quarterly*    *annually*  
 The entity paying for this coaching contract is  *presbytery*    *church*    *client*
2. The coach will be compensated for all expenses related to this agreement, and is responsible for submitting appropriate documentation to the reimbursing entity for:
  - a. All travel related to on-site visits (airfare, car rental, fuel, mileage)
  - b. Meal costs associated with on-site visits and coaching appointments
3. The expectations of this agreement are for coaching appointments to be:  
 *half hour*    *hour*    *other* \_\_\_\_\_ every:  *two weeks*    *month*    *other* \_\_\_\_\_
4. Who will be expected to initiate the contact each meeting?    *coach*    *client*
5. The first payment of this contract will be made within 30 days of this contract being signed. The check should be made payable to the coach.
6. Reports to Presbytery in addition to site visit: Yes \_\_\_ No \_\_\_ Frequency, if Yes \_\_\_\_\_

Coach's Information	Client's Information
Name: _____	Name: _____
Address: _____	Address: _____
Preferred phone number: _____	Preferred phone number: _____
Email: _____	Email: _____

## SIGNATURES

Coach \_\_\_\_\_ Date \_\_\_\_\_

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

Partner entity \_\_\_\_\_ Date \_\_\_\_\_  
*(presbytery representative, session representative, other)*

Email a copy to: [kathryn.threadgill@pcusa.org](mailto:kathryn.threadgill@pcusa.org), [carlton.johnson@pcusa.org](mailto:carlton.johnson@pcusa.org), and [monique.rhodes@pcusa.org](mailto:monique.rhodes@pcusa.org)

