

ELCA - NJ Synod Coaching Team Mission and Operating Agreements

About the NJ Synod Coaching Team

Purpose

To facilitate change, growth, and overall church renewal of the New Jersey Synod through the coaching model as we carry out God's mission in a changing world.

Goals

- Develop a wide and deep network of faithful and effective coaches in New Jersey.
- Through intentional coaching partnerships, accompany a community of empowered clergy and lay leaders who are better able to discern their God-given gifts, become more resilient, and achieve more effective and meaningful ministry.

Whom we serve with our coaching

- Rostered leaders
- First Call Rostered Leaders
- Church leadership, e.g., council presidents, etc.
- Congregational staff
- Synod Sub-units:
 - Cultivating Missional Capacity for Sustainability (CMC)
 - Excellence in Ministry Unleashed (EMU)
 - Equipping [Congregations] for Vitality (E4V)
 - Mission Starts and Redevelopers
 - Mission Districts
 - Leadership for Faithful Innovation (LFI)

The services and products we provide

- Formal One-on-one coaching
- Congregational Team Coaching
- Communicating our existence and availability to others

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Being a Coach in the NJ Synod

NJ Coaches must:

- Actively coach clients in the NJ synod (minimum 10 hours per year).
- Receive coaching. Contact Coach Coordinator to secure a coach.
- Choose a role to serve within the NJ Synod Coaching Team (roles listed below).

How NJ Synod Supports Our Coaches

- Bi annual meeting—All coaches will meet twice per year to share updates from leadership team, share challenges, and receive continuing education support.
- Continued Coaching—Have opportunities to continue to strengthen coaching skills through mutual coaching triads.
- Recommend Coaches—Coaches will receive coaching from a coach and the synod can recommend a coach.

Integrating New Coaches into the NJ Synod

- Mentoring
 - New coaches will be paired with experienced coaches for the first two years of coaching.
 - Mentors will call their mentee once per month for a brief check in (within 20 min).
 - The Leadership Team will provide talking points for conversations.
- Welcome and Orientation
 - Introduce one another and why wanted to become a coach.
 - Introduce mission and objectives (copies will be sent in advance).
 - Share and listen.
- Publicly recognize new coaches and along with the whole coaching team at Synod Assembly.

Team Expectations

Our Norms and Ground Rules: The behaviors that we as a team see as essential to our success in fulfilling our purpose

- Start with devotions
- Start on time, end on time
- Crisp - monitor your air time
- Come to meetings prepared, done the agreed homework

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- Give your word and keep your word or say when you find you can't
- Contribute your skills and time to follow up in between sessions
- Work with a coach
- Honesty
- Willingness to disagree

Identity: We are known (by the people we serve) as

Individuals who work with pastors and lay leaders, asking questions, listening, and encouraging dialogue such that a space is mutually created where clients can confidently articulate and achieve their goals.

Team Roles:

Roles for all Coaches when needed:

- Receive recommendations of new clients
- Introduce coaching to new cohorts at synod missional groups trainings (e.g. E4V, CMC, CCG, LFI, etc.)

Other Roles

- Synod Liaison, the Director for Evangelical Mission
 - Keep Bishop and other Synod staff updated on team status
 - Identify Synod areas/ministries with potential benefit of coaching
- Coaching Coordinator, 2 year term
 - Receives requests for coaches and connects clients to coaches
 - Communicates with ELCA Churchwide Coaching team
 - Writes the annual report for Synod Assembly
- Bi-annual Meeting Coordinator, 2 year term
 - Plan and facilitate the bi-annual meeting and continuing education
 - Share continuing education events through the ELCA churchwide
- Chair, Communications, 2 year term
 - Synod Website page(s) related to Coaching
 - A Coaching Team Member is responsible for ensuring the relevant pages(s) are current, and to suggest periodic updates Jersey Jottings
 - A Coaching Team Member is responsible for submitting monthly articles about the coaching efforts in NJ.
 - Marketing (Brochure)
 - A Coaching Team Member is responsible for maintaining a current brochure for marketing coaching effort
- Chair, Annual Coaching Effectiveness Feedback, 2 year term

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- Create feedback tool to solicit information from clients' perspectives of the effectiveness of the coaching received
- Identify clients, collect feedback, summarize and analyze feedback
- Create report and present to the entire coaching team and relevant others
- Coach Leadership team, 2 year term
 - Team is comprised of six coaches and the DEM.
 - DEM, Synod Council Liaison, and Coaching Coordinator are part of this Leadership Team
 - Mix new coaches and experienced coaches on the leadership team
 - Attend six meetings per year, three in person at the synod office, three via zoom.
 - All NJ Synod coaches are welcome to come to regular meetings, but not required if they don't serve on the leadership team
 - Alternate serving on the Leadership team in one of the following roles:
 - Lead Devotions
 - Facilitator
 - Call for agenda topics 2 weeks prior to meeting, request topic for discussion or decision and time frame needed
 - Send meeting agenda 1 week prior to meeting
 - During meeting utilize visual display, i.e., white board or flip chart
 - Time keeper
 - Monitor time to agenda topic
 - Note taker
 - Utilizes agreed meeting minutes template
 - Forwards minutes to the team within 48 hours of the meeting
 - Distribute minutes via email to entire coaching team and post to Google Docs folder
 - Norm keeper
 - Reminders as needed of agreed norms
 - Create parking lot for follow-up items

Individual Feedback

- Individual coaches will utilize one of the feedback/coaching evaluation forms included in Google Docs to solicit feedback from a client or client group about our effectiveness as a coach.
 - The information will be shared with the team for the purpose of accountability, support and mutual learning.
 - Specifics will be held in confidence at all times by the team.

Coaching Team Effectiveness Feedback

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- At least annually, members of the coaching team will take responsibility for creating a feedback document, caring for administering the feedback tool, preparing a document to report back to the team on the results of the feedback received.
 - The purpose of soliciting feedback as a group is to understand from the clients' perspective, the impact of our coaching on the life of the Synod.

Stakeholder Management

Communications

- The Director for Evangelical Mission has a key role in initiating an information exchange with the Bishop and other Synod staff to ensure current awareness of the Coaching Team activity and results. Examples include:
 - Bishop's Convocation
 - Rostered leader gatherings
 - Synod Assembly
 - Synod staff meetings'
- See **Other Roles** above for other methods of communications to stakeholders

Resources

- As new and existing ministry efforts within the Synod are evaluated for whether coaching is an appropriate consideration, there must also be a discussion within the Coaching Team and between the Team, the Bishop and the Synod Staff related to availability of Synod resources and/or other means of coach compensation.

Access

- Periodically, e.g., perhaps twice a year, the Team will, during a regular meeting, review the level of access that the Team has had to potential clients (see list on page 1 of this document) and to important stakeholders.
 - The team will determine what, if any, action for change is warranted, and pursue.