

2017-2018

# Site Coach & Ministry Coach Handbook

## Pathways School of Ministry



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## Introduction

As a Site Coach or a Ministry Coach you are an indispensable part of the Pathways team. Our students will discover fresh knowledge, deeper insight into their giftedness, and develop relevant skills for the doing of ministry through your guidance and mentorship. We are thrilled you are part of this team!

Your role is critical to the Field Education part of the Pathways program. As a Site Coach you will provide the actual physical context and administrative support to help our Students engage in the practice of ministry. As a Ministry Coach you will encourage, direct, and challenge students to understand their calling, giftedness, and growing edges as they prepare for ministry. Together we will participate in seeing how God is forming our Students to serve Him as Christ-centered, Spirit-empowered, Mission-focused people for generations to come.

## Site Coaches

The Site Coach is an essential part of the Pathways Student's Field Education experience. The Site Coach will act as mentor and guide to the Student in the physical context of the Student's Field Education placement. The Site Coach plays an essential role in encouraging the Student to manage balance between academics, ministry involvement, and the other roles and relationships in their lives. The Site Coach will draw on their own expertise, education, and experience, to help develop Christ-centered, Spirit-empowered and Mission-focused leaders.

### **Responsibilities:**

*Supervision and Development:* The Site Coach will have responsibility for the daily supervision, guidance and instruction of the Pathways Apprentice. The Site Coach, in collaboration with the Student and Ministry Coach, will draft a detailed description of the role, duties, responsibilities, and expectation of the placement. The Student is responsible for submitting it to the Academic Director for approval, per the date on the syllabus. The

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job description will allow the Academic Director to have a clear understanding of what the Student will be doing to ensure the appropriate credit is issued. The Site Coach is responsible to ensure the Student maintains the academic requirements of the Field Education modules. Site Coaches will coordinate with the Student's Ministry Coach to ensure the Student's development expectations are being met.

*Orientation:* The Site Coach will orient the Student to all of the relevant operations of the ministry setting. The Site Coach will help the Student to know how his or her ministry fits in with the overall function of their ministry setting. The Site Coach should regularly check in with the Student and the Ministry Coach so as to deal with any issues or concerns in a timely manner.

*Administrative Responsibilities:* The Site Coach will be responsible for signing off on the Student's recorded hours and entries in their Pathways Field Journal.

Site Coaches are required to complete at the end of each semester, a Student Evaluation Form and submit to the Academic Director.

It is the Site Coach's responsibility to ensure familiarity with the Field Education syllabi.

*Communication Expectations:* The Site Coach is responsible for directing any questions or concerns that arise throughout the duration of the placement (including concerns about the student meeting their academic goals) to the Academic Director, and vice versa.

*Complete the Site Coach and/or Ministry Coach Reflection Forms:* Site Coaches will be asked to complete a form reflecting on the experience with the Student. These Feedback Forms are to be submitted to the Student on week 4 and 8 of each semester of the placement. The Student and the Site Coach are to discuss the feedback together. The Student will then submit these forms as part of an assignment.

### **Site Coach Qualities:**

- In a position of supervision on site at the Student's ministry location and understands the context of the student's ministry placement

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- Mature and experienced, with a desire to see people developed and brought to greater awareness of how God has uniquely created and gifted them
  - Awareness and appreciation of the importance of their role as a supervisor and vital member of the Student's Field Education team
  - Enjoyment and willingness in taking time to meet regularly with the student; getting to know, counsel, and mentor the student, encouraging them and helping them to grow as an individual
  - Ability to work with the student allowing them sufficient freedom for development of individual style of ministry, exercise of creativity and the development of spiritual gifts
  - Commitment and willingness to observe and evaluate the student pointing out strengths as well as areas for improvement
  - Ability to evaluate the student and prepare candid reports which reflect the student's progress, successes, strengths, challenges, etc. in accordance to the student's due dates

### **Site Coach Package**

Site Coaches will be provided with the following:

- Syllabi for the three Field Education Modules
- Pathways Site Coach and/or Ministry Coach Reflection Form
- Student's Grip Birkman "Coaching Tips" sheet
- Student's and GB Coach's "Insights Sheets" from the student's GB coaching session

\*If the Site Coach has previously taken the Grip Birman Coaches Training, then a copy of the Student's Grip Birkman Report will also be provided

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## Ministry Coaches

The Ministry Coach is an essential part of the Pathways Student's Field Education experience. The Ministry Coach will serve as a mentor and guide to the Student in the specific area(s) of ministry that the student is discerning God's calling to. The Ministry Coach will draw on their own expertise, education, and experience, to help develop Christ-centered, Spirit-empowered and Mission-focused leaders.

### Responsibilities:

- *Meet Regularly with their Pathways Student:* The priority of the Ministry Coach is to spend time with their student reflecting on and discussing the student's field education experiences. The Ministry Coach will spend at least 8-10 hours with the student during the semester (10 week duration). It is up to the Student and the Ministry Coach to schedule, organize, and use this time in a manner that maximizes the Student's ministry formation.
- *Signoff on the Student's Job Description and Development Plan:* As part of their Field Education credit, it is the responsibility of all Pathways Students to submit a job description, and development plan to the Pathways office. Ministry Coaches are asked to review these materials with their Student, to gain understanding of the Student's context and to provide focus for ongoing ministry conversations. It is the Student's responsibility to complete these items and share them with their Ministry Coach during one of their earliest scheduled meetings.
- *Review Weekly Ministry Reports:* Pathways Students are to complete a weekly ministry report that is signed by their Site Coach. Ministry Coaches are encouraged to review these weekly reports with their Student. This will help the Ministry Coach gain insight into what the student is accomplishing in their field placement and spot areas for reflection and deeper conversation.
- *Facilitate Theological Reflection on the Practice of Ministry:* Ministry Coaches will model and guide students to theologically reflect on the practice of ministry through the Student's required reading, as outlined on each of the Field Education syllabi.
- *Complete the Site Coach and/or Ministry Coach Reflection Forms:* Ministry Coaches will be asked to complete a form reflecting on their experience with the Student. These

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Reflection Forms are to be submitted to the Student on week 4 and 8 of each semester of the placement. Students and Ministry Coaches are to discuss the feedback together. The student will then submit these forms as part of an assignment.

### **Ministry Coach Qualities:**

- Mature and experienced, with a desire to see people developed and brought to greater awareness of how God has uniquely created and gifted them
- Awareness and appreciation of the importance of their role as a supervisor and vital member of the Student's Field Education team
- Enjoyment and willingness in taking time to meet regularly with the student; getting to know, counsel, and mentor the student, encouraging them and helping them to grow as an individual
- Ability to work with the student allowing them sufficient freedom for development of individual style of ministry, exercise of creativity and the development of spiritual gifts
- Commitment and willingness to observe and evaluate the student pointing out strengths as well as areas for improvement
- Ability to evaluate the student and prepare candid reports which reflect the student's progress, successes, strengths, challenges, etc. in accordance to the student's due dates

### **Ministry Coach Package**

Ministry Coaches will be provided with the following:

- Syllabi for the three Field Education Modules
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## Conclusion

Thank you for investing in our students and sharing your time and wisdom with them. The Apostle Paul casts an astonishing vision when we work together to “prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining the whole measure of the fullness of Christ” (Eph 4:12-13). As each of us does our part we are on a journey of attaining together the whole measure of the fullness of Christ.